



# Internal Auditing ISO 22000:2005



Before we start I would like you to spend a few minutes discussing the purpose of Internal Audits with the person next to you



# Internal Audits ISO 22000

## Clause 8.4.1

Internal audits should be conducted at planned intervals to determine whether the food safety management system:

- ✓ conforms to the planned arrangements
- ✓ to the food safety management system requirements
- ✓ to the requirements of ISO 22000
- ✓ meets and exceeds compliance with customer and food safety legislative requirements
- ✓ is effectively implemented, improved and updated

Audit programmes should be planned, taking into consideration the importance of the processes and areas to be audited and the results of previous audits.

Auditors should not audit their own work.

The management responsible for the area being audited should ensure that timely actions are taken to eliminate detected non-conformances and their causes. Follow-up to verify actions have been taken is required and this verification should be documented.



# Internal Audits Procedure

4. The audit report is rated based on the following criteria:
  - **RED – Major Non-conformance(s)** identified and imminent risk. Immediate documented Corrective Action is required and a written follow-up necessary.
  - **AMBER – Minor Non-Conformance(s)** identified there is a potential risk. The Corrective Action required is documented and a verbal follow up is required.
  - **GREEN – Satisfactory or Positive** with comments or suggestions for improvement

The output of such audits should be a report which covers the issues going beyond mere compliance with the requirements of the standard and identifies opportunities for performance improvement.

5. When the audit is completed and the report given a rating. Positive as well as negative comments are included in the report. Major Non-conformities are immediate highlighted to the department manager, who will is responsible for the corrective and preventive action without undue delay.



# Internal Audits Procedure

Internal Audits are reported using QMR 010 Internal Record

## AFC

### Food Safety System Audit Form

Food Safety Quality System Audit Form			
Date Of Audit: 10 <sup>th</sup> October 2011		Time Of Audit: 14:00Hrs	
Procedure Document Or Area Audited: Pest Control			
Manual: FSMS	Document Number: PRP 2	Title: Management of Pest Control	Issue Number: Revision 2
<b>Non-Conformances Found (To Be Completed By Auditor)</b>			
The Management of Pest Control Procedure states that inspections are to be carried out monthly by the Pest Controller. The Pest Controller is following a schedule and inspecting every 6 weeks, so only 8 inspections are carried out per annum. XYZ Customer Code of Practice requires 12 inspections to be carried out annually.			
<b>Action To Be Taken (To Be Agreed Between Auditor And Auditee With Timescales)</b>			
The Pest Controller should be contacted and a new monthly schedule of inspections issued.			
<b>Log Corrective Action Request Numbers Raised In Box Below:</b>			
CAR 010 Pest Control The Department Manager wrote to the Pest Controller, Pestokil on 12 <sup>th</sup> October 2011 and a new schedule has been issued.			
Name (Auditor): An Auditor	Signature (Auditor): Signed	Date: 11/10/11	
Name (Auditee): Department Manager	Signature (Auditee) : Signed	Date: 11/10/11	
<b>Actions Complete And Corrective Actions Signed Off Audit Form Closed</b>			
Name : Technical Manager	Signature: Signed	Date: 16/10/11	

Document Reference Food Safety Quality System Audit Form QMR 010  
Revision 1 26<sup>th</sup> July 2011  
Owned by: Technical Manager  
Authorised By: General Manager





# Internal Audits Procedure


Internal Audits are reported using QMR 010 Food Safety Management System Audit Form

The second part of the form is an opportunity for the auditor to make constructive comments on the area audited

**AFC** Food Safety System Audit Form

Food Safety Quality System Audit Form		
Area Conformances to requirements	Generally the pest control procedures are implemented and working and records are in place.	
Opportunities for improvement	There is a small amount of rodent activity by the perimeter corner. Recommend increasing the number of bait stations there.	
Strengths and weaknesses	Documented evidence of control available. Staff training in the identification and reporting of pests would add to the system.	
Confirmation if the food safety management system is adequate in the area audited	System is adequate and in control with one minor non-conformance raised.	
Recommendations for future audit planning	Reduce audit frequency and put resource into training.	
Items to follow up on the next audit	Check if the pest controller is carrying out inspections monthly as per the new schedule.	
Name (Auditor): An Auditor	Signature (Auditor): Signed	Date: 15/10/11

Document Reference Food Safety Quality System Audit Form QMR 010  
Revision 1 26<sup>th</sup> July 2011  
Owned by: Technical Manager  
Authorised By: General Manager





# Internal Audits Procedure

Internal Audits  
Corrective Actions  
are reported using  
QMR 012 Corrective  
Action Request

**AFC**

## Corrective Action Request

Corrective Action Request	
Corrective Action Report Number:	010
Issued to:	Department Manager
Date:	11 <sup>th</sup> October 2011
The following Non-compliance has been noted:	The Management of Pest Control Procedure states that inspections are to be carried out monthly by the Pest Controller. The Pest Controller is following a schedule and inspecting every 6 weeks, so only 8 inspections are carried out per annum. XYZ Customer Code of Practice requires 12 inspections to be carried out annually.
Reference Audit Report or Food Safety Quality System Area	PRP 2 Management of Pest Control
Risk Assessment : High / Medium / Low	Low
Corrective action required:	The Pest Controller should be contacted and a new monthly schedule should be agreed and issued.
Person Responsible for corrective Action:	Department Manager
Target Date to be completed by:	25 <sup>th</sup> October 2011
Details of Action taken:	The Department Manager wrote to the Pest Controller, Pestokil on 12 <sup>th</sup> October 2011 and a new schedule has been issued.
Sign to confirm action completed:	Signed
Date Completed:	12 <sup>th</sup> October 2011

Document Reference Corrective Action Request QMR 012  
Revision 1 26<sup>th</sup> July 2011  
Owned by: Technical Manager  
Authorised By: General Manager



**AFC**

## Corrective Action Request

Completed Corrective Action Review		
Corrective Action Report Number:	010	
Issued to:	Department Manager	
Date:	11 <sup>th</sup> October 2011	
Results of Audit to confirm corrective action is complete	New schedule is in file and monthly inspections have started	
Results of Technical Manager review of the effectiveness of the actions taken in eliminating or reducing the cause of the non-conformance	Complete	
Corrective Action Status Closed or Incomplete?	Closed	Technical Manager Closes Out the Corrective Action Below
	Incomplete – New Request Raised	Enter New Corrective Action Request Number Here

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

Signed: .....Signature..... Technical Manager

Date: .....Date.....

Document Reference Corrective Action Request QMR 012  
Revision 1 26<sup>th</sup> July 2011  
Owned by: Technical Manager  
Authorised By: General Manager





# Final Tips for Internal Auditors

This form QMR 010 is designed for you to provide your feedback. Please use it.

**AFC** Food Safety System Audit Form

Food Safety Quality System Audit Form		
Area Conformances to requirements	Generally the pest control procedures are implemented and working and records are in place.	
Opportunities for improvement	There is a small amount of rodent activity by the perimeter corner. Recommend increasing the number of bait stations there.	
Strengths and weaknesses	Documented evidence of control available. Staff training in the identification and reporting of pests would add to the system.	
Confirmation if the food safety management system is adequate in the area audited	System is adequate and in control with one minor non-conformance raised.	
Recommendations for future audit planning	Reduce audit frequency and put resource into training.	
Items to follow up on the next audit	Check if the pest controller is carrying out inspections monthly as per the new schedule.	
Name (Auditor): An Auditor	Signature (Auditor): Signed	Date: 15/10/11

Document Reference Food Safety Quality System Audit Form QMR 010  
Revision 1 26<sup>th</sup> July 2011  
Owned by: Technical Manager  
Authorised By: General Manager

