# Purpose

1.1 The purpose is to verify the effectiveness of **[Company Name]**’s Food Safety and Quality Management System by the process of internal and external audits.

# Scope

2.1 This document encompasses the process to be followed when an internal audit is conducted and the actions to be taken when non-conformances are observed.

# Responsibility

3.1 Internal audits will be conducted by our Quality Controller **[Name of Quality Controller]**.

3.2External audits will be conducted on an annual basis**.**

# Definitions

|  |  |
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| **None** |  |

# Instructions and Guidelines

## 5.1 Internal Audits

5.1.1 The person responsible for quality control will conduct an internal audit twice a year.

5.1.2 This audit should preferably take place unannounced

5.1.3 The whole process should be carefully observed and investigated according to the internal audit checklist.

5.1.4 The audit findings should be communicated to management and personnel responsible. The non-conformances should be addressed immediately.

5.4.5 All correspondence shall be documented with date and signature of responsible person.

5.1.6 Photos can be taken for use in training sessions.

## 5.2 External Audits

5.2.1 Once a year a 3rd party audit will be performed on **[Company Name]**.

## 5.3 Raw Milk Supplier Audits

5.3.1 The milking parlour and related facilities of all raw milk suppliers will be audited yearly by a competent person.

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| --- | --- | --- |
| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |