# Purpose

1.1 To verify the effectiveness of **[Company Name]**’s FSMS through 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. The whole food safety management system including PRP’s will be included.

# Responsibility

3.1 The Management Representative has the responsibility and authority to:

3.1.1 Schedule audits in the different factories.

3.1.2 Appoint audit teams where necessary.

3.1.3 Conduct the audits.

3.1.4 Verify whether proposed corrective actions are successfully implemented at the target dates.

# Definitions

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| **Audit** | An audit is a pre-planned and systematic investigation to determine whether the procedures and work instructions are followed and maintained. This is determined by the checking of the records, through interviews with workers and observation of processing activities. It will cover the whole FSMS. |

# Instructions and Guidelines

5.1.1 **[Internal Auditors Name]** will compile an audit schedule for the year.

5.1.2 An additional unannounced audit may be scheduled if deemed necessary.

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

5.1.4 The internal auditor/audit team will audit the different areas/processes/activities to determine to which extent the procedures or work instructions are implemented and maintained.

5.1.5 Photos will be taken for use in training sessions.

5.1.6 Each finding will be recorded on the internal audit checklist with the relevant audit evidence.

5.1.7 The audit findings should be communicated to management and personnel responsible.

5.1.8 The non-conformances will be carried over to the corrective action system and will be addressed within the time frame agreed on.

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

5.1.10 All corrective actions will be verified and signed off by management.

# External Audits

6.1 All findings from the annual external audit will be carried over to the corrective action system.

# Raw Milk Supplier Audits

7.1 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 |  |