**NOTE THIS AUDIT REPORT IS ONLY A SAMPLE AUDIT REPORT**

 **SHOW CASING THE TYPE OF INFORMATION REQUIIRED IN THE AUDIT REPORTS FOR SUBMISSION IN FDPAUD5002.**

It is not a full audit report. It is not complete.

You may use what ever audit report format you choose

 Ensure you
- list all details ( whilst retaining confidentiality if required)
 record details of what documents, sections and records you reviewed.
- use phots as applicable

|  |  |  |  |
| --- | --- | --- | --- |
| Auditor: | NNNN KKK  | Audit  |  |
| Business / Facility: | 402 Pacific Highway Mount Kosciusko |
| Date of Audit: | DDMMYY |  |  |
| Time Audit Started: | 8 am | Finished | 11 am | Total Hrs | 3 |
| Standards Audited against | [x]  Codex HACCP 2020[x]  Food Standards Code (list) |
| Scope of audit including products audited | Receival, manufacture of cook chill of ready meals, storage and delivery. |

|  |
| --- |
| Audit Summary:The facility & activities are well maintained with the system being controlled and managed.Cooking and chilling of foods are managed, with CCP records completed for each batch. The use of a cook chill tank has assisted in the automatic recording of cooking and chilling of bagged product such as gravies, custards and wet savoury meals, The recording of cook and chilled products is verified each day by the team leader. The cook tank is just over 12 months and needing annual calibration and servicing.The HACCP manual has been updated to HACCP 2020 requirements.The exception is the adjustment of the flow chart to reflect all inputs and outputs such as waste, packaging  |
| **Non-Conformances: list**Three non conformance to be closed out before external HACCP certification audit 1-Calibration of cook tank thermometer2 GMP Floor waste not clean and No paper towel at handwashing sink3 HACCP flow chart to reflect all inputs and out puts1 observation has been raised that requires follow up action before your next audit in 1 year’s time.-Induction and control of visitors  |
| Present at Opening Meeting: | Auditee name Auditor name |
| Present at Exit Meeting: | Auditee name Auditor name |

**Internal Audit Form Annual :**

Satisfactory (S) Unsatisfactory (U) and complete comments / corrective action column

**Completed by:\_NNNN Date DDMMYY**

|  |  |  |
| --- | --- | --- |
| **Section** | **S/U** |  **Details / Notes or Corrective Action required** |
| **Management responsibility*** Is the food safety policy still current?
* Roles & Responsibilities clear/ current?
* Compliance to Regulatory requirements?
 | SSS | Pg 3 signed and displayed 30/2/22Yes updated to HACCP 2020S 9 Job descriptions Regulatory requirements listed in validation table  |
| **Management Commitment*** leadership and commitment to food safety
* Food safety Culture
* training/ supervision provided?
* Are sufficient resources provided?
* Is the Food Safety System up to date and maintained with changes?
 | SSSSSS | Yes S1 .3 Management commitment Yes S 1.4 Food Safety Culture, surveys , tool box talks , training Updated HACCP 2020 . Up to date validation table  |
| **Food Safety Program (HACCP)*** Are the members of the HACCP team still current?
* Is the scope and purpose still current?
* Have any recent changes been documented in the HACCP study?
* Is the product description current?
* Is the intended use accurate?
* Is the flow chart still correct? -
* Have all specific biological, physical and chemical ( incl allergens) hazards been identified with source of hazard for each process step in the flowchart?
* Is the HACCP Audit Table current and match Hazard Analysis?
*
* Are the Critical Limits for CCP’s still valid and justified?
 | SSSSSNSSS | NN TTT, Team leader. DD AA HACCP member External consultant Pg 23Scope – see above pg 31No changes to scope processes etc in past yrProduct description current – cook chill ready made meals pg 34No Flow chart does not indicate waste or packaging NC 1Flow chart steps : refer over All specific hazards and sources listed for steps pg 35HACCP audit table matches CCPs are 1. Purchase– APP Supplier2,Receival PHF Temp check < 5°C and HF3.6. Storage Cold <5 ׄC and Frozen <-15C4. Cooking 75 °C 5 Cooling 60°C- 21°C within 2 hours , down to <5°C further 4 hours7. Delivery Storage Cold <5 ׄC and Frozen <-15CPg 56 Validation table for CCPs1. Purchase– FSANZ 3.2.2.( 5.1)2,Receival FSANZ 3.2.2.( 5.3 and 5.4)3.6. Storage FSANZ 3.2.2.(6)4. Cooking FSANZ 3.2.2.(7.1)5 Cooling 60°C- FSANZ 3.2.2.(7.1)7. Delivery Storage FSANZ 3.2.2.(10b) |
| **Corrective Action**  |  | IncompleteAudit report for example of audit report only  |
| **HACCP Records*** Have records been kept for all CCPs?
* Have the CCP records been verified?
* Have the verification activities been actioned, with records available?
* Do sampling and testing verify food safety controls?
 |  | Yes refer recordsAutomated cooking and cooling records for cook tank – verified on Record 7 Daily checklist Listeria environmental swabs and Proclean verify environmental cleaning monthly.Shelf life test sent to lab for 1 product  Green curry 8 day shelf life  29/6/202XGreen curry pouch Ready to cookYeast <100Mould <100SPC <10Listeria Mono ND 25 gSalmonella ND 25 HCP Staphlococci <100Coliforms <10E Coli<10B Cereus <100satisfactory |
| **GMP**-Clean, not a source of contamination Staff facilities* Toilets
* Hand washing
* Eating and smoking areas
* Designated handwashing sinks with soap, towel and waste bin
 |  | A coin with a fish in it  Description automatically generated with low confidence NC 2 Floor waste unclean Auditor walk through – all staff wearing PPENo visitor sign in log register or inductionObs 1  No paper towel available at handwashing sink A faucet on a sink  Description automatically generated with low confidence |
| Clothing* Personal effects storage
* Clothing cleanliness
* Hair covering worn correctly
 |  | IncompleteAudit report for example of audit report only  |
| Personal Hygiene.* Do all staff follow personal hygiene requirements
* Etc
 |  | IncompleteAudit report for example of audit report only  |
| Premises and Environment* Closed from outside
* Door seals intact
* Etc
 |  | IncompleteAudit report for example of audit report only  |
| Visitors* Are visitors instructed and supervised?
* Are visitors guided in food safety procedures and health requirements?
* Do all visitors follow procedures
 | N | Obs 1 No visitor register at time of audit . Carbon copy pad ran out. Before auditVisitor policy S9.3 pg 76 to be updated to HACCP 2020 including visitor induction to production site |
| **Supplier Approval Program** |  | IncompleteAudit report for example of audit report only |
| **Product Identification/ labelling*** Are all products identifiable and dated?
* Are product dates correct?
* Are all materials and products traceable?
* Are production records for batches available?
 |  |  |
| **Cleaning and Sanitation** |  | IncompleteAudit report for example of audit report only |
| **Pest Control*** Are all procedures being followed?
* Regular checks for infestation?
* Treatment by qualified pest technician, Copy of licence available?
* Etc ?
 |  | IncompleteAudit report for example of audit report only |
| **Recall** |  | IncompleteAudit report for example of audit report only |
| **Calibration*** Are procedures still correct?
* Have temperature monitoring devices been calibrated ie probes?
* Has other measuring equipment been calibrated? Ie scales, detection devices etc
 |  |  |
| **Recall** |  | IncompleteAudit report for example of audit report only |
| **Food Handling Program*** Are all procedures as documented being followed?
* Are allergen controls in place and followed?
* Are there authentic, complete records for food handling process steps?
 |  | Allergen list as per FSANZ 1.2.3 and schedule 9 is current and up to date.Allergens controls in place for good received, storage. Use of standard recipes and allergen declarations on product specifications.5 Proclean swabs done monthly to verify cleaning effectiveness that assist in allergen cross contamination One done during audit  |
| **Corrective & Preventive Action Procedure*** Has the Corrective action recorded product evaluation and disposition/
* etc
 |  | IncompleteAudit report for example of audit report only |
| **Document and Data Control** |  | IncompleteAudit report for example of audit report only |
| **Product Testing*** Are the product shelf life tests satisfactory and provide evidence of a safe product?
 |  | Shelf life test sent to lab for 1 product  Green curry  29/6/202XGreen curry pouch Ready to cookYeast <100Mould <100SPC <10Listeria Mono ND 25 gSalmonella ND 25 HCP Staphlococci <100Coliforms <10E Coli<10B Cereus <100satisfactory |
| Notes/ Comments |

**Records audited :**- XXTTT Food Safety Program V1 3 issued date 17/08 22

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| Records: Calibration

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | Thermometer(annually) | Ice slurry temp reading [should be 0°C (+/-1°C)] | Boiling water temp reading [should be 100°C (+/-1°C)] | Corrective action / Comments | Initial |
| 25/08/202X | Leifheit Probe | 0 | 100 | none, perfect reading | Hg |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE | Storage(annually) | Calibrated probe reading  | Dial / gauge reading (+/-1°C) | Corrective action / Comments | Initial |
| 25/08/202X | Freezer Inside | -16 | -15.8 | none | hg |
| 25/08/202X | Freezer Outside | -20 | -20.2 | none | hg |
| 25/08/202X | Under Bench Fridge | 3 | 3.23 | none | hg |
| 25/08/202X | Cold Room | 2.5 | 2.61 | none | hg |

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 Cooking 

Cooling


Storage Temp



ETC Etc

**Audit Non Conformances**

|  |  |  |
| --- | --- | --- |
| **NC.** | **Non Conformances**  | Action/ Status |
|  | Calibration of cook tank thermometer.Cook tank thermometer to be calibrated annually  | [ ]  Open[ ]  Partial close[ ]  Closed  |
|  | GMP Floor waste not clean and No paper towel at handwashing sinkGMP procedures to be followed as documented in manual | [ ]  Open[ ]  Partial close[ ]  Closed  |
|  | HACCP flow chart to reflect all inputs and out putsHACCP 2020 requires all inputs and outputs to be reflected in HACCP study  | [ ]  Open[ ]  Partial close[ ]  Closed  |
| Observation: -Induction and control of visitors- Update and ensure for compliance to HACCP 2020 | [ ]  Open[ ]  Partial close[ ]  Closed  |
| Signed Auditor  | Date 22/08 /2022 |
|  Signed auditee | Date 22/08 /2022 |