

**NOTE THIS AUDIT REPORT IS ONLY A SAMPLE AUDIT REPORT**  
**SHOW CASING THE TYPE OF INFORMATION REQUIRED 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 photos 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	<input checked="" type="checkbox"/> Codex HACCP 2020 <input checked="" type="checkbox"/> Food Standards Code (list applicable codes) eg FSANX Food standards Code 3.2.2 and 3.2.3			
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 thermometer- annual – not completed.
- 2 GMP Floor waste not clean and No paper towel at handwashing sink
- 3 HACCP flow chart to reflect all inputs and out puts

1 observation has been raised that requires follow up action before your next audit in 1 year's time.

-Induction training for staff to build positive food safety culture and control of visitors

Present at Opening Meeting: Auditee name Auditor name

Present at Exit Meeting: Auditee name Auditor name

**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
<p><b>Management responsibility</b></p> <ul style="list-style-type: none"> <li>• Is the food safety policy still current?</li> <li>• Roles &amp; Responsibilities clear/ current?</li> <li>• Compliance to Regulatory requirements?</li> </ul>	<p>S S S</p>	<p>Pg 3 signed and displayed 30/2/22 Yes updated to HACCP 2020 S 9 Job descriptions Regulatory requirements listed in validation table</p>
<p><b>Management Commitment</b></p> <ul style="list-style-type: none"> <li>• leadership and commitment to food safety</li> <li>• Food safety Culture</li> <li>• training/ supervision provided?</li> <li>• Are sufficient resources provided?</li> <li>• Is the Food Safety System up to date and maintained with changes?</li> </ul>	<p>S S S S S</p>	<p>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</p>
<p><b>Food Safety Program (HACCP)</b></p> <ul style="list-style-type: none"> <li>• Are the members of the HACCP team still current?</li> <li>• Is the scope and purpose still current?</li> <li>• Have any recent changes been documented in the HACCP study?</li> <li>• Is the product description current?</li> <li>• Is the intended use accurate?</li> <li>• Is the flow chart still correct?</li> <li>• Have all specific biological, physical and chemical ( incl allergens) hazards been identified with source of hazard for each process step in the flowchart?</li> <li>• Is the HACCP Audit Table current and match Hazard Analysis?</li> </ul>	<p>S S S S S N S S</p>	<p>NN TTT, Team leader. DD AA HACCP member External consultant Pg 23 Scope – see above pg 31 No changes to scope processes etc in past yr Product description current – cook chill ready made meals pg 34 No Flow chart does not indicate waste or packaging NC 1 Flow chart steps : refer over  All specific hazards and sources listed for steps pg 35  HACCP audit table matches CCPs are 1. Purchase– APP Supplier 2,Receival PHF Temp check &lt; 5°C and HF 3.6. Storage Cold &lt;5°C and Frozen &lt;-15C 4. Cooking 75 °C 5 Cooling 60°C- 21°C within 2 hours , down to &lt;5°C further 4 hours 7. Delivery Storage Cold &lt;5°C and Frozen &lt;-15C</p>

<ul style="list-style-type: none"> <li>Are the Critical Limits for CCP's still valid and justified?</li> </ul>	S	<p>CCPs and Critical limits correct for SSL cook chill</p> <p>Pg 56 Validation table for CCPs</p> <ol style="list-style-type: none"> <li>Purchase– FSANZ 3.2.2.( 5.1)</li> <li>Receival FSANZ 3.2.2.( 5.3 and 5.4)</li> <li>Storage FSANZ 3.2.2.(6)</li> <li>Cooking FSANZ 3.2.2.(7.1)</li> <li>Cooling 60°C- FSANZ 3.2.2.(7.1)</li> <li>Delivery Storage FSANZ 3.2.2.(10b)</li> </ol>
<p><b>Corrective Action</b></p>		<p>Incomplete Audit report for example of audit report only</p>
<p><b>HACCP Records</b></p> <ul style="list-style-type: none"> <li>Have records been kept for all CCPs?</li> <li>Have the CCP records been verified?</li> <li>Have the verification activities been actioned, with records available?</li> <li>Do sampling and testing verify food safety controls?</li> </ul>		<p>Yes refer records</p> <p>Automated cooking and cooling records for cook tank – verified on Record 7 Daily checklist</p> <p>Listeria environmental swabs and Proclean verify environmental cleaning monthly.</p> <p>Shelf life test sent to lab for 1 product Green curry 8 day shelf life Symbio lab Report SYM993AD 29/6/202X Green curry pouch Ready to cook Yeast &lt;100 Mould &lt;100 SPC &lt;10 Listeria Mono ND 25 g Salmonella ND 25 H CP Staphlococci &lt;100 Coliforms &lt;10 E Coli&lt;10 B Cereus &lt;100 satisfactory</p>

**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



NC 2 Floor waste unclean  
 Auditor walk through – all staff wearing PPE  
 No visitor sign in log register or induction  
 Obs 1  
 No paper towel available at handwashing sink NC 2



**Clothing**

- Personal effects storage
- Clothing cleanliness
- Hair covering worn correctly

Incomplete  
 Audit report for example of audit report only

**Personal Hygiene.**

- Do all staff follow personal hygiene requirements

Incomplete  
 Audit report for example of audit report only

<ul style="list-style-type: none"> <li>Etc</li> </ul>		
<b>Premises and Environment</b> <ul style="list-style-type: none"> <li>Closed from outside</li> <li>Door seals intact</li> <li>Etc</li> </ul>		Incomplete Audit report for example of audit report only
<b>Visitors</b> <ul style="list-style-type: none"> <li>Are visitors instructed and supervised?</li> <li>Are visitors guided in food safety procedures and health requirements?</li> <li>Do all visitors follow procedures</li> </ul>	N	Obs 1 No visitor register at time of audit . Carbon copy pad ran out. Before audit Visitor policy S9.3 pg 76 to be updated to HACCP 2020 including visitor induction to production site
<b>Supplier Approval Program</b>		Incomplete Audit report for example of audit report only
<b>Product Identification/ labelling</b> <ul style="list-style-type: none"> <li>Are all products identifiable and dated?</li> <li>Are product dates correct?</li> <li>Are all materials and products traceable?</li> <li>Are production records for batches available?</li> </ul>		Incoming material traceable by packaging and labelling and batch codes on receipt document Production sheet records batch codes Chicken Curry UBD 22/12/2023 Mushroom pie UBD 23/01/2023 Yes finished traceable by UBD recorded on production form
<b>Cleaning and Sanitation</b> <ul style="list-style-type: none"> <li></li> </ul>		Incomplete Audit report for example of audit report only
<b>Pest Control</b> <ul style="list-style-type: none"> <li>Are all procedures being followed?</li> <li>Regular checks for infestation?</li> <li>Treatment by qualified pest technician, Copy of licence available?</li> <li>Etc ?</li> </ul>		Incomplete Audit report for example of audit report only
<b>Recall</b> <ul style="list-style-type: none"> <li></li> </ul>		Incomplete Audit report for example of audit report only
<b>Calibration</b> <ul style="list-style-type: none"> <li>Are procedures still correct?</li> <li>Have temperature monitoring devices been calibrated ie probes?</li> <li>Has other measuring equipment been calibrated? ie scales, detection devices etc</li> </ul>		Yes Procedure 10. B Equipment and frequency identified Thermometer Probes AD- Monthly AC- Monthly AIR – Monthly Cook Chill thermometer tank- annual – note not completed since installation 7/8/2021 NC 3 Inline scales – monthly test weight

		Metal detector – daily calibration to procedure
<b>Recall</b> •		Incomplete Audit report for example of audit report only
<b>Food Handling Program</b> • 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
<b>Corrective &amp; Preventive Action Procedure</b> • Has the Corrective action recorded product evaluation and disposition/ • etc		Incomplete Audit report for example of audit report only
<b>Document and Data Control</b> •		Incomplete Audit report for example of audit report only
<b>Product Testing</b> • 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 29/6/202X Green curry pouch Ready to cook Yeast <100 Mould <100 SPC <10 Listeria Mono ND 25 g Salmonella ND 25 H CP Staphlococci <100 Coliforms <10 E Coli<10 B Cereus <100 satisfactory
Notes/ Comments		

**Records audited :**

- XXXTTT Food Safety Program V1 3 issued date 17/08 22

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

Cooking

Cook (filling)	Food cooked ≥75°C			
Food Item List food item checked (1 product daily)	Date	Time	Temp °C	Initial
Mushroom Buns Filling	02-12-2021	10.45 am	87.5°C	JD
Miso Ramen	06-12-2021	8:45 am	88.7°C	JD
Pork Basil Tray	08-12-2021	12.15 am	85.2°C	JD
Massaman Pouch	09-12-2021	12.00 am	88°C	JD

Cooling

Cooling (filling)	Food is cooled from > 60 to 21°C within 2 hours					Then from <21 to below 5°C within a further 4 hours (total 6 hrs from start)		
Food Item List food item checked (1 product daily)	Date	Start Time	Start Temp (hot) °C	+2 hour Time	2 Hour Temp °C	+6 hour time from start	6 hour Temp °C	Initial
Mushroom filling	02-12-2021	11.10 am	71°C	1:00 pm	16°C	5:10 pm	3.0°C	JD
Miso Ramen	06-12-2021	9.05 pm	62.9°C	11:13 pm	20.4°C	3:10 pm	3.2°C	JD
Pork Basil Tray	08-12-2021	12:30 am	61.8°C	2:10 pm	19.7°C	4:50 pm	3.6°C	JD

Storage Temp

**TEMPERATURES AND GMP**

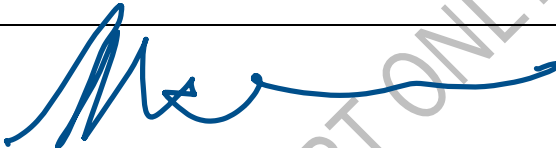

Date	Cold room Temp. °C [≤5°C] CCP (AM)	Cold room Temp. °C [≤5°C] CCP (PM)	Under bench fridge Temp. °C [≤5°C] CCP (AM)	Under bench fridge Temp. °C [≤5°C] CCP (PM)	Outside freezer check [≤-15°C] CCP (AM)	Outside Freezer check [≤-15°C] CCP (PM)	Inside freezer check [≤-15°C] CCP (AM)	Inside freezer check [≤-15°C] CCP (PM)	Pest Activity X or ✓	Hygiene Cleaning X or ✓	Checked by (initial)	Correctiv Action
01/12/21	+3.2	+3.5	+2.8	+2.2	-18.2	-18.9	-16.9	-17.2	x	/	JD	None
02/12/21	+2.8	+3.1	+2.1	+2.3	-19.3	-20	-15.3	-16.4	x	/	JD	None
03/12/21	+3.8	+2.8	+2.1	+2.6	-17.3	-19.2	-18.8	-18.1	x	/	JD	None

Swabbing- cleaning verification

Date (monthly)	Item Swabbed	Person Undertaking Swabbing	Result			
25/10/21	Bench: work	LISA	①	2	3	4
	Mixer: Pastry mixer		①	2	3	4
	Utensil: bowl		①	2	3	4
	Tray: sausage roll		①	2	3	4
	Other: cooler		①	2	3	4
22/11/21	Bench: work	LISA	①	2	3	4
	Mixer: Pastry mixer		①	2	3	4
	Utensil: bowl		①	2	3	4
	Tray: sausage roll		①	2	3	4



## Audit Non Conformances

NC.	Non Conformances	Action/ Status
1.	Calibration of cook tank thermometer.  Cook tank thermometer to be calibrated annually	<input type="checkbox"/> Open <input type="checkbox"/> Partial close  <input type="checkbox"/> Closed
2.	GMP Floor waste not clean and No paper towel at handwashing sink  GMP procedures to be followed as documented in manual	<input type="checkbox"/> Open <input type="checkbox"/> Partial close  <input type="checkbox"/> Closed
3.	HACCP flow chart to reflect all inputs and out puts  HACCP 2020 requires all inputs and outputs to be reflected in HACCP study	<input type="checkbox"/> Open <input type="checkbox"/> Partial close  <input type="checkbox"/> Closed
Observation: -Induction and control of visitors- Update and ensure for compliance to HACCP 2020  . .		<input type="checkbox"/> Open <input type="checkbox"/> Partial close  <input type="checkbox"/> Closed
Signed Auditor		Date 22/08 /2022
Signed auditee		Date 22/08 /2022