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**Periodic Audits and Checks**

**1. Introduction**

Regular audits and checks are crucial for maintaining food safety and quality standards in a food manufacturing facility (NIC Code 10101). This document outlines the procedures for conducting periodic audits and checks to ensure compliance with regulations and identify potential areas for improvement.

**2. Types of Audits and Checks**

**Several types of audits and checks should be conducted regularly:**

* Internal Audits: These are conducted by internal personnel to assess compliance with internal procedures and food safety standards.
* External Audits: These are conducted by independent third-party auditors to verify compliance with regulatory requirements and industry best practices.
* Hygiene Audits: Focus on the cleanliness and sanitation of the facility, including equipment, work surfaces, and storage areas.
* Equipment Checks: Regular inspections of equipment to ensure proper functionality, safety, and calibration.
* Temperature Monitoring: Regular checks of temperatures in storage areas and during processing to ensure product safety.
* Pest Control Checks: Regular inspections to identify and prevent pest infestations.

**3. Frequency of Audits and Checks**

The frequency of audits and checks should be determined based on risk assessments and regulatory requirements. Critical areas should be audited more frequently. A schedule should be developed and strictly followed.

**4. Procedures for Conducting Audits and Checks**

**1. Planning: Develop a detailed audit plan outlining the scope, objectives, and methodology.**

**2. Data Collection: Gather data through observations, interviews, document reviews, and measurements.**

**3. Analysis: Analyze the collected data to identify non-compliances, potential hazards, and areas for improvement.**

**4. Reporting: Prepare a comprehensive report summarizing the findings, including non-compliances and recommended corrective actions.**

**5. Corrective Actions: Implement corrective actions to address identified non-compliances and prevent recurrence.**

**6. Follow-up: Follow up to ensure that corrective actions have been effectively implemented and that the issues have been resolved.**

**5. Compliance Notes**

Documentation of all audits and checks, including findings and corrective actions, is essential for demonstrating compliance with regulatory requirements. Records should be maintained and readily accessible for audits.

**6. Practical Guidelines**

* Use checklists to ensure consistency and completeness of audits.
* Train personnel on proper audit procedures and techniques.
* Use a standardized reporting format for consistency and ease of analysis.
* Establish a system for tracking and managing corrective actions.
* Regularly review and update audit procedures to reflect changes in regulations and best practices.

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