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**Periodic Safety Audits and CAPA**

**1. Introduction**

This document outlines the procedures for conducting periodic safety audits and managing Corrective and Preventive Actions (CAPA) within a food manufacturing facility (NIC Code: 10101). Adherence to these procedures is crucial for maintaining compliance with relevant food safety regulations and ensuring the production of safe and high-quality food products. This ensures consumer safety and minimizes the risk of product recalls or legal repercussions.

**2. Periodic Safety Audits**

**2.1. Scope: These audits cover all aspects of the food manufacturing process, including raw material handling, processing, packaging, storage, and distribution. The audit scope will be defined based on risk assessment and will include areas identified as high-risk through previous audits, incident reports, or regulatory inspections.**

**2.2. Frequency: Safety audits will be conducted at least annually, with more frequent audits (e.g., quarterly) for high-risk areas. The audit frequency will be determined by the risk assessment.**

**2.3. Audit Team: A multidisciplinary team comprising personnel from production, quality control, sanitation, and management will conduct the audits. Team members should receive relevant training on auditing techniques and food safety regulations.**

**2.4. Audit Methodology: Audits will be conducted using a pre-defined checklist covering all relevant aspects of the food safety management system (FSMS). The checklist should be regularly reviewed and updated to reflect changes in regulations, best practices, and the company's operations. The audit should include both documentary review and on-site observations.**

**2.5. Documentation: All audit findings, including observations, non-conformances, and corrective actions, will be documented meticulously. Photographs and videos may be used to supplement the documentation. The audit report should be reviewed and approved by the designated management representative.**

**3. Corrective and Preventive Actions (CAPA)**

**3.1. Identification of Non-Conformances: Any deviation from established food safety procedures or identified hazards will be documented as a non-conformance. The severity and potential impact of each non-conformance will be assessed.**

**3.2. Root Cause Analysis: For each non-conformance, a thorough root cause analysis will be conducted to identify the underlying causes. This may involve interviewing personnel, reviewing data, and using various problem-solving techniques (e.g., 5 Whys, Fishbone diagram).**

**3.3. Corrective Actions: Appropriate corrective actions will be implemented to address the immediate non-conformance. These actions will be documented, including the responsible individual, the deadline for completion, and verification of effectiveness.**

**3.4. Preventive Actions: To prevent recurrence of the non-conformance, preventive actions will be implemented. These actions aim to address the root cause and prevent similar incidents from occurring in the future.**

**3.5. CAPA Review: The effectiveness of corrective and preventive actions will be reviewed and documented. This review will be conducted by the management representative and may involve follow-up audits or inspections.**

**4. Compliance Notes:**

* Adherence to all relevant food safety regulations (e.g., FDA, HACCP) is mandatory.
* Records of safety audits and CAPA must be maintained for a specified period (check local regulations).
* Regular training of personnel on food safety procedures and audit techniques is crucial.

**5. Practical Guidelines:**

* Utilize a standardized audit checklist.
* Use a CAPA tracking system to manage non-conformances and actions.
* Conduct regular training for audit team members.
* Ensure clear communication and accountability throughout the CAPA process.
* Continuously improve the FSMS based on audit findings and CAPA results.

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