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**Periodic Audits and CAPA**

**1. Introduction:**

This document outlines the procedures for conducting periodic audits and implementing Corrective and Preventive Actions (CAPA) within a food manufacturing facility (NIC Code: 10101) to ensure compliance with food safety, hygiene, and environmental regulations.

**2. Audit Frequency and Scope:**

* Internal Audits: Regular internal audits will be conducted at least annually, covering all aspects of food safety, hygiene, and environmental compliance. The frequency may be increased based on risk assessment.
* External Audits: External audits, by independent third-party organizations, will be conducted as required by certification schemes (e.g., ISO 22000, HACCP, environmental certifications).
* Audit Scope: Audits will cover all areas of the facility, including production areas, storage facilities, waste management systems, and administrative records. Specific areas may be selected based on risk assessments.

**3. Audit Process:**

* Audit Planning: Develop an audit plan outlining the scope, objectives, timeline, and resources required.
* Audit Execution: Conduct the audit using a checklist or audit protocol. Gather evidence through observation, interviews, and document review.
* Audit Reporting: Prepare a comprehensive audit report documenting findings, including non-conformances and potential areas for improvement.
* Management Review: The audit report will be reviewed by management to determine the appropriate CAPA.

**4. Corrective and Preventive Actions (CAPA):**

* Non-conformances: Any non-conformances identified during the audit must be addressed with corrective actions to restore compliance.
* Preventive Actions: Preventive actions will be implemented to prevent similar non-conformances from occurring in the future.
* CAPA Plan: Develop a detailed CAPA plan outlining the actions to be taken, responsible personnel, deadlines, and verification methods.
* Effectiveness Verification: Verify the effectiveness of implemented CAPA through follow-up audits or inspections.

**5. Compliance Notes:**

* Regulatory Compliance: All audit procedures and CAPA processes must comply with relevant legal and regulatory requirements.
* Documentation: Maintain detailed records of all audits, non-conformances, CAPA plans, and verification activities.
* Continuous Improvement: The audit and CAPA process should support continuous improvement within the facility.

**6. Practical Guidelines:**

* Training: Provide training to audit personnel on audit methodologies and CAPA procedures.
* Risk Assessment: Use a risk-based approach to prioritize audit areas and resources.
* Data Analysis: Analyze audit data to identify trends and patterns, and use this information to refine preventive measures.

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