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|  | **TCS** Vijay | **DOC.NO: M.122.NC** |
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**Periodic Audits and CAPA**

**1. Introduction**

This document outlines the procedure for conducting periodic audits and implementing Corrective and Preventive Actions (CAPA) within the food manufacturing facility (NIC Code: 10101). Regular audits ensure compliance with food safety regulations, GMP, and company procedures, while the CAPA process ensures timely remediation of any identified deficiencies.

**2. Audit Types and Frequency**

**The following audits will be conducted on a regular basis:**

* Internal Audits: Conducted by internal quality control personnel at least quarterly. Focuses on GMP compliance, HACCP plan implementation, and adherence to company SOPs.
* External Audits: Conducted by regulatory authorities or third-party certification bodies as required by law or contract. Frequency varies depending on the auditing body and specific requirements.

**3. Audit Procedure:**

* Planning: Define the scope of the audit, including areas to be reviewed and specific criteria.
* Execution: Conduct a systematic review of documents, processes, and facilities. Collect evidence and document any non-conformances.
* Reporting: Prepare a comprehensive audit report detailing any findings, including non-conformances and recommendations.
* Follow-up: Ensure that corrective actions are implemented and verified.

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

Upon identification of non-conformances during an audit, a CAPA process will be initiated:

* Identify the root cause: Conduct a thorough investigation to determine the underlying cause of the non-conformance.
* Develop corrective actions: Implement immediate corrective actions to address the immediate non-conformances.
* Develop preventive actions: Implement preventive actions to prevent recurrence of the non-conformance.
* Verification: Verify that corrective and preventive actions have been effective in resolving the problem and preventing recurrence.
* Documentation: Maintain complete records of all CAPA activities, including root cause analysis, implemented actions, and verification results.

**5. Compliance Notes:**

* Maintain comprehensive audit records, including audit reports, CAPA documentation, and verification records.
* Ensure that all corrective and preventive actions are implemented within a defined timeframe.
* Regular review of CAPA effectiveness is essential to ensure continuous improvement.
* Compliance with all applicable food safety regulations and GMP guidelines is mandatory.

**6. Practical Guidelines:**

* Use a standardized checklist to ensure consistent and thorough audits.
* Employ root cause analysis tools (e.g., 5 Whys, Fishbone diagram) to effectively identify root causes.
* Assign responsibility and deadlines for completion of corrective and preventive actions.
* Regularly review and update the audit procedure and CAPA process to reflect changes in regulations or company procedures.

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