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**Periodic Audits and CAPA**

**1. Introduction**

This document outlines the periodic audit program and Corrective Action Preventive Action (CAPA) system implemented by [Company Name] to ensure compliance with food safety regulations, hygiene standards, and water conservation measures. Regular audits and effective CAPA are crucial for continuous improvement and maintaining the highest standards of quality and sustainability.

**2. Audit Program**

* Audit Frequency: Audits are conducted on a [Frequency, e.g., monthly, quarterly, annual] basis, with different types of audits performed at varying intervals.
* Audit Types:
* Internal Audits: Conducted by internal quality control personnel to assess compliance with established procedures and identify areas for improvement.
* External Audits: Conducted by external certification bodies to verify compliance with relevant standards and regulations.
* Supplier Audits: Conducted to ensure that our suppliers meet our quality and sustainability requirements.
* Audit Scope: Audits cover all aspects of the food production process, including raw material handling, production, sanitation, packaging, storage, and distribution. Specific areas of focus include food safety, hygiene, environmental compliance (including water conservation), and worker safety.
* Audit Methodology: Audits utilize a combination of document review, observation, and interviews to gather evidence and identify non-conformances. A standardized checklist ensures consistency and thoroughness.

**3. Corrective Action Preventive Action (CAPA) System**

Upon identification of a non-conformity or potential problem during an audit, a CAPA process is initiated. The process involves:

* Investigation: A thorough investigation determines the root cause of the problem.
* Corrective Action: Immediate actions are implemented to correct the identified non-conformity.
* Preventive Action: Measures are implemented to prevent recurrence of the problem.
* Verification: Effectiveness of the corrective and preventive actions is verified through follow-up audits and monitoring.
* Documentation: All aspects of the CAPA process are meticulously documented, including the non-conformity, investigation findings, actions taken, verification results, and responsible parties.

**4. Documentation and Reporting**

All audit findings, corrective actions, and preventive actions are documented in a centralized system. Regular reports are generated to track audit results, CAPA effectiveness, and overall compliance. This information is reviewed by management to identify trends, patterns, and areas for continuous improvement.

**5. Continuous Improvement**

The audit and CAPA system is a cornerstone of our continuous improvement program. Regular analysis of audit findings and CAPA data helps us to identify opportunities to enhance our processes, improve efficiency, and reduce risks.

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