

NAME OF ORGANIZATION

SUPPLIER AUDIT CHECKLIST

The objective of this audit is to conduct an assessment of hygiene standards in all aspects of the food handling procedures carried out in the facility and to ensure that all relevant Corrective Actions are carried out and documented.

Date of Audit.....

Auditor Name.....

Audit Instructions

1. Twice per year Food Safety Audit to be completed.

2. Audit consists of two types of review:-

A Desktop Audit i.e. a review of the documentation and records used as part of the organization's Food Safety Program; and

An on-Site Audit of the practices and procedures being carried out during production and packing and storage.

3. During the audit, communicate with staff/ volunteers to gauge what is actually happening day-to-day.

4. Record "NA" for questions which are not relevant.

5. On completion of the audit prepare the report and submit to JBF.

NAME OF ORGANIZATION

SUPPLIER INFORMATION

Plant Name:

Address:

City: State/Province:

Country:

Postal Code:

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Plant Contact Information

Job Title/Position	Name	Telephone	Fax	Email Address

Current Audit Information

Type of Audit Performed:

Is the facility required to be registered with the FDA?

Is the facility registered with the FDA?

Current certifications of the facility: **ISO 140001/ ISO 22000/HACCP/OHSAS 18001/ etc**

Overview of site, operation, scope of Product(s) Produced

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Does this facility audit their supplier either through a first/second/third party audit? Yes / No

Products manufactured in the facility:

Structure Size, Construction, and Design

Year Built:

Year(s) Updated:

Size of Facility: Square Feet

Number of Employees:

Property Size: In Square Yards

Building Materials, Exterior Walls:

Building Material, Interior Walls:

Building Material, Floors:

Building Material, Exterior Roof:

Building Material, Interior Ceiling:

Areas of the Plant Excluded from the Audit:

Past Audit Information

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Auditor Judgement Summary

Category	Section	Full y Meet s	Substa ntially Meets	Partial ly Meets	Does Not Meet	Criti cal Failu re	Not Applica ble / Audita ble
1.0 MANAGEMENT RESPONSIBILITY	1.1 Management Commitment and Review						
2.0 FUNDAMENTALS	2.1 Infrastructure						
	2.2 Sanitation						
	2.3 Pest Control						
	2.4 Chemical Control						
	2.5 Personnel Practices						
	2.6 Training & Education						
	2.7 Handling Storage & Delivery						
	2.8 Vendor Approval						
	2.9 Packaging Approval for Use						
	2.10 Control of Materials						
	2.11 Sanitary Design						
	2.12 Traceability and Recall Management						
	2.13 Crisis Management						
	2.14 Food Defense						
	2.15 Calibration Measuring Equipment's						
	2.16 Traffic Control						
	2.17 Maintenance						
	2.18 Glass and Wood Policy						

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3.0 FOOD SAFETY & HACCP SYSTEMS	3.1 HACCP/Food Safety						
	3.2 Microbiological Testing						
	3.3 Analytical Testing for Food Safety and/or						
	Regulatory Compliance						
	3.4 Food Allergens and Chemical Sensitivities						
	3.5 Foreign Material Control						
4.0 MANUFACTURING QUALITY SYSTEMS	4.1 Conformance to Customer Specifications						
	4.2 Process Control						
	4.3 Inspection & Testing						
	4.4 Control of non conforming Materials						
	4.5 Good Laboratory Practices						
	4.6 Document Control and Record Keeping						
	4.7 Corrective and Preventive Action						
	4.8 Continuous Improvement						
	4.9 Customer/Consumer Complaints						
	4.10 Internal Auditing						
5.0 REGULATORY CONSIDERATION	5.1 Labeling Approval						
	5.2 Regulatory & Industry Compliance						
	5.3 Management of the Regulatory Inspection Process						