

BRCGS Packing materials Issue 6

Important Points related to performing internal audits within the company

1. Coverage and use of Check lists for internal audits:

All the processes to be audited using the applicable Compliance Criteria of the standard

Frequency:

Minimum of once in a year internal audit to be performed covering all the processes. It also depends on complexity of the processes and other factors.

2. Competency of Internal Auditor

- It is most important that internal auditor shall meet the competency requirements as specified in the standard requirements . Internal Auditor Qualification Matrix can be used for guidance.

3. Use of Internal or External Auditors

In case, the company does not have the qualified internal auditor, then it can engage the external auditors meeting the standard requirements.

4. Language

- Internal auditor shall have working language skills in the corresponding native/working Language. This shall include locally used translator if necessary.

5. Practical Knowledge

- Internal Auditor shall have practical knowledge about the products, they are auditing may be complemented by training on product characteristic
- Audit of own work a company/process they have also consulted in the last two years.

6. Conflict of Interest

Internal auditors are not allowed to audit their own work they have consulted in the last two years.

7. Expert Support

Where internal auditor doesn't have the necessary training on food safety but only QMS training/experience, another person with the training on food packaging material , hygiene and GMP can supplement the internal audit team to perform the audit

8. Non Conformances during Internal Audits.

All Non-Conformances if any raised during the Internal audit to be closed by the process owner or the group before scheduling external CB Audit.

9. Submission of Reports:

All the audit reports to be submitted by the internal Auditor to the authorized person notified by the company

Date:

Place:

Document Version: