

## **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.

### **2. Competency of Internal Auditor**

- It is most important that internal auditor shall meet the competency requirements as specified in the standard requirements

### **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 above 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 safety, 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 FSMS external CB Audit.

## **9. Submission of Reports:**

All the audit reports to be submitted by the internal Auditor to the company

Date:

Place:

Document Version: