

# The Pickapeppa Company Limited

## Cleaning and Sanitation

### Internal Audit Report

Audit Dates: October 15, 2020 - December 1, 2020

Audit Report: Cleaning and Sanitation Internal Audit Company Limited	Audit: Report No. 282
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Audited Facility: Company Limited

Address:

Audit Team: Khamisha Williams

Date Of Audit: October 15, 2020 - December 1, 2020

Scope Of Audit: The cleaning, sanitizing and environmental processing at The Pickapeppa Company Limited

Contact Person:

### Summary of Non-Conformities Identified in The Internal Audit Process

Process #	Process Names	Non Conformances
	TOTAL	0

### Summary of Conformities Identified in The Internal Audit Process

Process #	Process Names	Conformances
1	Cleaning, Sanitizing and Environmental Monitoring	6
	TOTAL	6

### Summary of Opportunities for Improvement Identified in The Internal Audit Process

Process #	Process Names	Conformances
1	Cleaning, Sanitizing and Environmental Monitoring	4
	TOTAL	4

## AUDIT BRIEF

Audit Ref	1602616340	Audit of:	Cleaning and Sanitation
Date Scheduled	October 15, 2020 - December 1, 2020	Locations	All areas of the facility
Audit Team: Khamisha Williams	Process Owner(s):	Najorie Jennings-Dawkins- Production Manager	
Audit Team Leader: Khamisha Williams			
<p>Purpose:</p> <p>To determine if the cleaning and Sanitizing process is conforming to accepted criteria, to determine if the process is effective and if there may be any opportunities of improvement.</p>			
<p>Background and Context:</p> <p>This is a scheduled audit in keeping with our mandate to audit our processes based on the potential risks they posed to the products.</p>			
<p>Scope:</p> <p>The cleaning, sanitizing and environmental processing at The Pickapeppa Company Limited</p>			
<p>Criteria:</p> <p>PRP/AR-1060, Cleaning, Sanitizing and Environmental Monitoring, ISO 22002-1:2009, clause 11</p>			
<p>Objectives:</p> <p>To identify conformities, effectiveness and opportunities for improvement and report any non-conformities where they may exist.</p>			

## Company Limited Audit Plan

### Opening Meeting:

Who: Khamisha Williams, Tiffani Stewart, Najorie Jennings-Dawkins, Oshayne Malcolm, Clayton Berry, Dianna Tomlinson, Everton Powell, Georgette Clarke

When: Thursday, `October` `15`, 2020

Where: Board Room

What to cover: Audit Plan

### The Audit Plan

### Closing Meeting:

Who: Khamisha Williams, Tiffani Stewart, Najorie Jennings-Dawkins, Oshayne Malcolm, Clayton Berry, Dianna Tomlinson, Everton Powell, Georgette Clarke

When: To be determined

Where: Board Room

## AUDIT SCHEDULE

Processes	Auditor	Auditee	Date/Time
Cleaning, Sanitizing and Environmental Monitoring	Khamisha Williams	Georgette Clarke	October 29, 2020 9:00 AM - FOctober 29, 2020 3:00 PM

### CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING

Audit of: Cleaning, Sanitizing and Environmental Monitoring	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:2009:11.1	Auditees: Georgette Clarke
Audit Evidence:			
Equipment used in production			
Evaluation:			
The food processing equipment were maintained in hygienic conditions.			
Effectiveness:			

### CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING

Audit of: Cleaning, Sanitizing and Environmental Monitoring	Auditor: Khamisha Williams	Audit Criteria: N/A	Auditees: Georgette Clarke
Audit Evidence:			
Cleaning, Sanitizing and Environmental Monitoring, PRP/AR-1060, Rev # 12.			
Evaluation:			
A procedure is in place for the cleaning, sanitizing and environmental monitoring of the facility.			
Effectiveness:			

### CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING

Audit of: Cleaning, Sanitizing and Environmental Monitoring	Auditor: Khamisha Williams	Audit Criteria: N/A	Auditees: Georgette Clarke
Audit Evidence:			

Cleaning Records-Upstairs, PRP-1061, Rev # 10, Cleaning Records-Bottling Plant, PRP-1062, Rev # 8, Pre and Post Operational Cleaning Inspection Form, PRP-1064, Rev # 2

Evaluation:

Cleaning Records for Upstairs and Bottling Plant are up to date.

Effectiveness:

### CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING

Audit of: Cleaning, Sanitizing and Environmental Monitoring	Auditor: Khamisha Williams	Audit Criteria: N/A	Auditees: Georgette Clarke
Audit Evidence:  Air Quality, QC-4019, Rev # 1. The areas monitored are Cooking Area, Processing Area, Sauce Holding Area and Bottling Plant. In October the results were within range and is as follows: Bottling Plant-10 CFU, Sauce Holding Tank Area-6 CFU, Cooking Area-20 CFU and Processing Area-8 CFU.			
Evaluation:  The air quality for four areas are monitored on a quarterly basis and all results were within range which is less than 100 CFU.			
Effectiveness:			

### CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING

Audit of: Cleaning, Sanitizing and Environmental Monitoring	Auditor: Khamisha Williams	Audit Criteria: N/A	Auditees: Georgette Clarke
Audit Evidence:  Hi-tech Chemical Ltd Safety Data Sheets: All Purpose Soap and Bleach			
Evaluation:  Upon reviewing the Safety Data sheets and the procedure the soap and the bleach			

were used in accordance with the manufacturer's instructions. 1 ml of the bleach is used with 1 gallon of water.

Effectiveness:

## CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING

Audit of: Cleaning, Sanitizing and Environmental Monitoring	Auditor: Khamisha Williams	Audit Criteria: N/A	Auditees: Georgette Clarke
Audit Evidence:			
PRP/AR-1060:8.0			
Evaluation:			
Carl White stated that the Dicing machine is disassembled, washed with soap, rinsed, sanitised and air dried.			
Effectiveness:			

## OPPORTUNITY REPORT

Incident Identification Number: 000000.00001

Opportunity Report #: 1	Auditor (s): Khamisha Williams	Date: October 29, 2020
Audit of : Cleaning, Sanitizing and Environmental Monitoring	Audit Criteria: ISO 22002-1:2009 section 11.2	
Statement of Opportunity:		
There is a Chemical Storage Room for storing chemicals. There were three containers with bleach which were not covered and one container is a reused container which is not labelled bleach.		
Responsible Party: Najorie Jennings-Dawkins		
Auditor Signature:		Signature:

## OPPORTUNITY REPORT



Incident Identification Number: 000000.00002		
Opportunity Report #: 2	Auditor (s): Khamisha Williams	Date: October 29, 2020
Audit of : Cleaning, Sanitizing and Environmental Monitoring	Audit Criteria: ISO-22002-1:11.1	
<p>Statement of Opportunity:</p> <p>Some items were not stored in there designated area. Tools, shrink wrap, old panel box, knife, gloves, board, cord, clamps and washers stored in processing area on step, table and ledge.</p> <p>Responsible Party: Najorie Jennings-Dawkins</p>		
Auditor Signature:		Signature:

OPPORTUNITY REPORT		
Incident Identification Number: 000000.00003		
Opportunity Report #: 3	Auditor (s): Khamisha Williams	Date: October 29, 2020
Audit of : Cleaning, Sanitizing and Environmental Monitoring	Audit Criteria: N/A	
<p>Statement of Opportunity:</p> <p>Domaine Virgin stated that sanitizer is not always used in the cleaning and sanitizing process of the Filling Machine.</p> <p>Responsible Party: Najorie Jennings-Dawkins</p>		
Auditor Signature:		Signature:

OPPORTUNITY REPORT		
Incident Identification Number: 000000.00004		
Opportunity Report #: 4	Auditor (s): Khamisha Williams	Date: October 29, 2020
Audit of : Cleaning, Sanitizing and	Audit Criteria: N/A	

Environmental Monitoring	
Statement of Opportunity:	
It was observed that the cleaning tools and equipment are hygienically designed and maintained to prevent contamination however they are not properly stored.	
Responsible Party: Najorie Jennings-Dawkins	
Auditor Signature:	Signature: