

# The Pickapeppa Company Limited

Filling (OPRP 2 and Preventive Control  
Human Food)

Internal Audit Report

Audit Dates: August 5, 2021 - September 29, 2021

Audit Report: Filling (OPRP 2 and Preventive Control Human Food) Internal Audit Company Limited	Audit: Report No. 339
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Audited Facility: Company Limited  
Address:  
Audit Team: Tiffani Stewart  
Date Of Audit: August 5, 2021 - September 29, 2021  
Scope Of Audit: The filling (OPRP 2) process 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	Filling (OPRP 2 and Preventive Control for Human Food)	10
	TOTAL	10

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

Process #	Process Names	Conformances
	TOTAL	0

## AUDIT BRIEF

Audit Ref	1627500281	Audit of:	Filling (OPRP 2 and Preventive Control Human Food)
Date Scheduled	August 5, 2021 - September 29, 2021	Locations	The Pickapeppa Company Limited
Audit Team: Tiffani Stewart	Process Owner(s):	Najorie Jennings-Dawkins- Production Manager	
Audit Team Leader: Khamisha Williams			
<p>Purpose:</p> <p>To determine if the filling (OPRP 2) process is conforming to accepted criteria, to determine if the process is effective and if there maybe 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 pose to the product.</p>			
<p>Scope:</p> <p>The filling (OPRP 2) process at The Pickapeppa Company Limited.</p>			
<p>Criteria:</p> <p>HP-3090: Filling (OPRP 2) ISO 22000:2018 Section 8.5.4 Hazard Control Plan (HACCP/OPRP Plan)</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

When: Thursday, `August` `5`, 2021

Where: Board Room

What to cover: Audit Plan

### The Audit

### Audit Plan

### Closing Meeting:

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

When: To be determined

Where: Board Room

## AUDIT SCHEDULE

Processes	Auditor	Auditee	Date/Time
Filling (OPRP 2 and Preventive Control for Human Food)	Tiffani Stewart	Clayton Berry	August 11, 2021 9:30 AM - F August 11, 2021 9:30 AM

## CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: HP 3090:4.1.2.2	Auditees: Clayton Berry
Audit Evidence:			
Interview with Lennox Morgan			
Evaluation:			
Lennox Morgan stated that the Machine Operator, Maintenance Supervisor, , Bottling Plant Supervisor and Maintenance technician are all responsible for inputting codes into the inkjet printer.			
Effectiveness:			

## CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: HP3090 : 4.1.1.9	Auditees: Clayton Berry
Audit Evidence:			
Interviews with Georgette Clarke and Novelette Robinson			
Evaluation:			
Filling-Georgette Clarke stated that if a bottle is not properly filled it is added to the conveyor where it is refilled. Capping -Georgette Clarke stated that when a bottle is not capped properly , it is removed from the conveyor , capped manually and placed back onto the conveyor. Bottles are at times capped with the machine . Labeling -Georgette Clarke stated that bottles that are not properly labelled are re-labelled manually . Sealing -Novelette Robinson stated that if bottles are not sealed properly the damaged seal is removed , the new seal is added manually and bottle is passed through the heating tunnel where seal is then affixed to the bottle. Coding-Novelette Robinson stated that if bottles are not coded properly , code is cleaned off placed on the conveyor line where it is then coded. If no code was printed on the bottle , the bottle is placed back on the conveyor where it is coded.			
Effectiveness:			

## CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: Food Safety Plan , HP 3100	Auditees: Clayton Berry
<p>Audit Evidence:</p> <p>Interview with Khamisha Williams Cooking Log -Mango Sauce HP3004 Rev#9 Reviewed by T.Stewart on May 18, 2021. Mango Sauces were cooked above 90 degrees C for 20 minutes. Temperature and Headspace Sterilization Form HP3007 Rev#2 Reviewed by T.Stewart on May 14, 2021. Calibration report from BSJ for thermometer - CALR/21/2020/3648 Calibration Report from BSJ for kettle thermometer- CALR/21/2020/1458</p>			
<p>Evaluation:</p> <p>Khamisha Williams stated that these are the parameters that are monitored : Filling temperature and headspace sterilization time. Filling temperature should be ? 75 Sterilization time should be 3 minutes</p>			
<p>Effectiveness:</p>			

## CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: HP3100	Auditees: Clayton Berry
<p>Audit Evidence:</p> <p>Interview with Khamisha Williams Temperature and Headspace sterilization form HP3007 REV#2 Reviewed by: T.Stewart on 14/5/2021.</p>			
<p>Evaluation:</p> <p>Khamisha Williams stated that the mango sauces are inverted after filling to sterilize the headspace . This is done for 3 minutes.</p>			
<p>Effectiveness:</p>			

### CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: Food Safety Plan ,HP3100	Auditees: Clayton Berry
<p>Audit Evidence:</p> <p>Interview with Khamisha Williams HP3100 OPRP and HACCP PLAN The plan outlines what corrections and corrective actions that are to be taken if deviations occur.</p>			
<p>Evaluation:</p> <p>Khamisha Williams stated that if sauces are not filled at the required filling temp then the sauce is transferred to the holding tank until the desired temperature is obtained.</p>			
<p>Effectiveness:</p>			

### CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: HP3090 :4.1.1.10	Auditees: Clayton Berry
<p>Audit Evidence:</p> <p>Information seen on carton: BBAUG 13,2024 H13P055PCL</p>			
<p>Evaluation:</p> <p>Jahvain Allen stated that the best before date and the batch number are stamped onto cartons.</p>			
<p>Effectiveness:</p>			

### CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: HP 3090: 4.1.2.1-4.1.2.4	Auditees: Clayton Berry
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Audit Evidence:
Interview with Marlon Bailey
Evaluation:
Marlon Bailey stated that the sauce is first mixed in the holding tank and then channeled to the filling machine .Bottles are then loaded onto the conveyor and then fed to the filling machine where are filled with sauce. Bottles are then fed to the capper.
Effectiveness:

### CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: HP3090:4.1.2.5-4.1.2.6	Auditees: Clayton Berry
Audit Evidence:			
Interview with Marlon Bailey			
Evaluation:			
Marlon Bailey stated that after bottles are filled with sauce they are then fed to the capper where cap with liner is affixed to the top of the bottles .			
Effectiveness:			

### CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: HP 3090: 4.1.2.7-4.1.2.9	Auditees: Clayton Berry
Audit Evidence:			
Interview with Barrington McLean			
Evaluation:			
Barrington Mclean stated that glue from the pallet goes to the label basket and then onto bottle by brush and air and bottle with sauce is labelled and then coded. The Jug			

button is pressed to ensure that label alignment is done. The start and run buttons are pressed to start the labelling machine . The seal is cut using a knife within the machine and is placed on a capped bottle. Bottle with seal on cap is then coded and passed through the heating tunnel where seal is affixed to the cap of the bottle.

Effectiveness:

## CONFORMITY REPORTS – FILLING (OPRP 2 AND PREVENTIVE CONTROL FOR HUMAN FOOD)

Audit of: Filling (OPRP 2 and Preventive Control for Human Food)	Auditor: Tiffani Stewart	Audit Criteria: HP3090:4.1.2.10	Auditees: Clayton Berry
Audit Evidence:			
Interview with Marlon Bailey. Information seen on the bottle BBAUG 13 2024 H13P005PCL			
Evaluation:			
Marlon Bailey stated that Best before date is in the first line and the Batch number is in the second line . Best before seen on the bottle is August 13, 2024 Batch number seen was H13P055PCL			
Effectiveness:			