

The Pickapeppa Company Limited

Cleaning and Sanitation

Internal Audit Report

Audit Dates: July 28, 2021 - October 13, 2021

Audit Report: Cleaning and Sanitation Internal Audit Company Limited	Audit: Report No. 328
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Audited Facility: Company Limited

Address:

Audit Team: Khamisha Williams, Tiffani Stewart, Najorie Jennings-Dawkins,
Oshayne Malcolm, Clayton Berry

Date Of Audit: July 28, 2021 - October 13, 2021

Scope Of Audit: The cleaning, sanitizing and environmental monitoring process at
The Pickapeppa Company Limited.

Contact Person:

Summary of Non-Conformities Identified in The Internal Audit Process

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

Summary of Conformities Identified in The Internal Audit Process

Process #	Process Names	Conformances
1	Cleaning, Sanitizing and Environmental Monitoring	9
	TOTAL	9

Summary of Opportunities for Improvement Identified in The Internal Audit Process

Process #	Process Names	Conformances
	TOTAL	0

AUDIT BRIEF

Audit Ref	1627489814	Audit of:	Cleaning and Sanitation
Date Scheduled	July 28, 2021 - October 13, 2021	Locations	The Pickapeppa Company Limited
Audit Team: Khamisha Williams, Tiffani Stewart, Najorie Jennings-Dawkins, Oshayne Malcolm, Clayton Berry Audit Team Leader: Khamisha Williams		Process Owner(s): 	Najorie Jennings-Dawkins- Production Manager
Purpose: To determine if the cleaning and sanitizing process is conforming to accepted criteria, to determine if the process is effective and if there maybe any opportunities of improvement.			
Background and Context: This is a scheduled audit in keeping with our mandate to audit our processes based on the potential risks they pose to the product.			
Scope: The cleaning, sanitizing and environmental monitoring process at The Pickapeppa Company Limited.			
Criteria: PRP/AR-1060: Cleaning, Sanitizing and Environmental Monitoring, ISO/TS 22002-1:2009, Clause 11, Cleaning and Sanitizing			
Objectives: To identify conformities, effectiveness and opportunities for improvement and report any bob- conformities where they may exist.			

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: Tuesday, `August` `3`, 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, 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	August 10, 2021 9:00 AM - F August 10, 2021 1:00 PM

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING

Audit of: Cleaning, Sanitizing and Environmental Monitoring	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:2009 section 11.3	Auditees: Georgette Clarke
Audit Evidence:			
ISO 22002-1:2009 Section 11.3 Cleaning and Sanitizing			
Evaluation:			
The production manager stated that the cleaning and sanitation programme includes the areas to be cleaned, the frequency of cleaning, the chemical(s) used, tools used, method of cleaning and the person(s) responsible for carrying out the cleaning.			
Effectiveness:			

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:			
Chemical Storage Room, Hi-Tech Chemicals Limited Safety Data Sheet- Hi-Tech Bleach and All Purpose Soap			
Evaluation:			
The chemical storage room was observed and the bleach and soap used for cleaning are labelled and stored separately from production areas to prevent contamination. The MSDS for both the bleach and soap were seen.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING

Audit of: Cleaning,	Auditor: Khamisha	Audit Criteria: ISO	Auditees: Georgette
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Sanitizing and Environmental Monitoring	Williams	22002-1:2009 Section 11.2	Clarke
Audit Evidence:			
Cleaning Tools and Equipment			
Evaluation:			
It was observed that the tools and equipment are hygienically designed and maintained to prevent contamination.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING

Audit of: Cleaning, Sanitizing and Environmental Monitoring	Auditor: Khamisha Williams	Audit Criteria: PRP/Ar-1060:18	Auditees: Georgette Clarke
Audit Evidence:			
PRP/AR-1060:18, Cleaning, Sanitizing and Environmental Monitoring			
Evaluation:			
The supervisor, Everton Powell, stated that the extractor is cleaned by washing with soap and water and uses bleach to sanitize. After sanitizing the extractor is rinsed.			
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-1061, Cleaning Records-Upstairs, Rev # 10, PRP-1062, Cleaning Records-Bottling Plant, Rev # 10			
Evaluation:			

Cleaning Records are maintained
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
<p>Audit Evidence:</p> <p>Air Quality, QC-4019, Rev # 1. On May 14 plates were read and the number of colonies reported are: Cooking Area 10, Processing Area 15, Sauce Holding Area 8, Bottling Plant 13. All results are within range. Surface Checks, QC-4011, Rev # 7. On May 14 and 20 All plates were satisfactory.</p>			
<p>Evaluation:</p> <p>Areas of the facility are monitored on a quarterly basis namely Cooking Area, Processing Area, Sauce Holding Area and Bottling Plant by using Plate Count Agar to set open plates. Equipment are tested on a quarterly basis namely the Extractor, Sauce tank, Rotary Filler, Pipe from Extractor, Kettle and Mango Tank by swabbing the areas.</p>			
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
<p>Audit Evidence:</p> <p>PRP/AR-1060:20</p>			
<p>Evaluation:</p> <p>Everton Powell stated that the stainless steel pipes are cleaned both in and out of place. The pipes are disassembled, rinsed, washed with detergent and steamed. The clean in process includes rinsing the pipes with water until the water is clear, steam and allow to drain.</p>			

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-1060:24.0			
Evaluation:			
Tracey-Ann Mullings stated that the food contact surfaces are cleaned/wiped with soap and water and then sanitized with bleach.			
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-1060:12.0 HI-TECH chemicals Limited Safety Data Sheet Hi-Tech Bleach			
Evaluation:			
Mark Nunes stated that inside the filling machine is rinsed with water until the water is clear. The outside is washed with soap and rinsed. The inside is sanitized with bleach solution which is 5 ml of bleach to 5 gallon of water.			
Effectiveness:			

NONCONFORMITY REPORT

Incident Identification Number: 000000.00001

Non-Conformity Report #: 1	Auditor (s): Khamisha Williams	Date: August 10, 2021
Audit of : Cleaning, Sanitizing and Environmental Monitoring	Audit Criteria: N/A	
<p>Statement of Nonconformity:</p> <p>Areas throughout the facility were not maintained in a clean and hygienic condition.</p> <p>1. Cobwebs were seen in processing area, vinegar plant and Barrel storage area 1. 2. Floor in wet ingredients area, preserved peppers, staging area for mango concentrate, processing and mango house are dirty. 3. Drain in processing area moldy, pitted and blocked and moldy in bottling plant.</p> <p>Responsible Party: Najorie Jennings-Dawkins</p>		
Auditor Signature:		Signature: