

Quality Circle International Limited

Cleaning and Sanitation

Internal Audit Report

Audit Dates: April 3, 2019 - May 24, 2019

Audit Report: Cleaning and Sanitation Internal Audit Company Limited	Audit: Report No. 94
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Audited Facility: Company Limited

Address:

Audit Team:

Date Of Audit: April 3, 2019 - May 24, 2019

Scope Of Audit: This audit applies to the Food Safety Management System (FSMS) implemented at Caribbean Products Company Limited, manufacturers of edible Oils and Fats. It covers processes from the receipt of raw and packaging material to distribution of products from th

Contact Person:

Summary of Non-Conformities and Opportunities for Improvement Identified in The Internal Audit Process

Process #	Process Names	Non Conformances	Opportunities for Improvements
1	Cleaning and Sanitation	2	3
	TOTAL	2	3

AUDIT BRIEF

Audit Ref	1554320973	Audit of:	Cleaning and Sanitation
Date Scheduled	April 3, 2019 - May 24, 2019	Locations	Locations:
Audit Team:		Process Owner(s):	
Audit Team Leader: Khamisha Williams			
<p>Purpose:</p> <p>To determine the effectiveness of the FSMS implemented at Caribbean Products Company Ltd. by determining conformity to FSSC 22000 and the company's internal requirements, the effectiveness of the program and any opportunities for improvements.</p>			
<p>Background and Context:</p> <p>Caribbean Products Company Limited, an Oils and Fats processing facility with local and export customers is seeking to enhance the safety of its products through the implementation of FSSC 22000:2013. This audit seeks to assess the conformity of the Food</p>			
<p>Scope:</p> <p>This audit applies to the Food Safety Management System (FSMS) implemented at Caribbean Products Company Limited, manufacturers of edible Oils and Fats. It covers processes from the receipt of raw and packaging material to distribution of products from th</p>			
<p>Criteria:</p> <p>ISO 22000:2005, ISO/TS22002-1:2009, FSSC Additional Requirements and Company procedures.</p>			
<p>Objectives:</p> <p>To assess the conformance of the Food Safety Management System (FSMS) implemented at Caribbean Products Company Limited to the requirements of FSSC 22000 and to identify any opportunities for improving the system.</p>			

Company Limited Audit Plan

Opening Meeting:

Who: Khamisha Williams, Najorie Jennings-Dawkins, Clayton Berry, Everton Powell

When: Tuesday, `May` `7`, 2019

Where: Boardroom

What to cover: TBD

The Audit
TBD

Closing Meeting:

Who: Khamisha Williams, Najorie Jennings-Dawkins, Clayton Berry, Dianna Tomlinson, Everton Powell

When: Friday, `May` `10`, 2019

Where: Boardroom

AUDIT SCHEDULE

Processes	Auditor	Auditee	Date/Time
Cleaning and Sanitation	Khamisha Williams	Everton Powell	May 7, 2019 10:00 AM - FMay 7, 2019 10:00 AM

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: PRP-1060	Auditees: Everton Powell
Audit Evidence:			
Cleaning, Sanitizing and Environmental Monitoring PRP/AR-1060, Rev # 11.			
Evaluation:			
A procedure is in place for the cleaning, sanitizing and environmental monitoring of the facility.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:2009 section 11.2	Auditees: Everton Powell
Audit Evidence:			
The Cleaning tools and equipment includes broom, mop and scotch brite.			
Evaluation:			
It was observed that the cleaning tools and equipment are hygienically designed and maintained to prevent contamination.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:2009 section 11.1	Auditees: Everton Powell
Audit Evidence:			
Cleaning tools and equipment includes broom, mop and scotch brite. There is a designated area for the cleaning tools and equipment.			
Evaluation:			
The cleaning tools and equipment are hygienically designed and maintained to prevent contamination.			

Effectiveness:

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:2009 section 11.3	Auditees: Everton Powell
Audit Evidence: Cleaning, Sanitizing and Environmental Monitoring Procedures, PRP/AR-1060, Rev # 11. Pre and Post Operational Cleaning Inspection Form, PRP 1064, Rev # 2 Cleaning Records-Upstairs, PRP-1061, Rev # 10, Cleaning Records-Bottling Plant, PRP-1062, Rev #7			
Evaluation: Upon reviewing the cleaning and sanitizing programme it includes the area, responsibility, safety info, chemicals, materials, method of cleaning and frequency. There is also a pre and post cleaning inspection form.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1060:20.0	Auditees: Everton Powell
Audit Evidence: Cleaning, Sanitizing and Environmental Monitoring, PRP/AR-1060:20.0, Cleaning of Stainless steel pipes			
Evaluation: Everton Powell stated in an interview that the stainless steel pipes are cleaned before and after use . They are rinsed with water, steam and rinsed again. Pipes are steamed for 5 minutes.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:2009	Auditees: Everton Powell
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	section 11.5	
Audit Evidence:		
Pre and post operational cleaning inspection form, PRP/AR-1064 Surface Checks, QC-4011		
Evaluation:		
After cleaning and sanitizing is done a pre and post inspection is done by the sanitation supervisor. On a quarterly basis the surfaces of the major equipment are swabbed for bacteria. The results showed that the cleaning of the equipment is effective.		
Effectiveness:		

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1060:6.0	Auditees: Everton Powell
Audit Evidence:			
PRP/AR-1060:6.0, Cleaning, Sanitizing and Environmental Monitoring, Rev # 11.			
Evaluation:			
Everton Powell stated that he removes the mixer from the kettle and rinses them both to remove and food or dirt. They are then washed, the mixer blade and kettle, with soap, rinsed, sanitised with bleach and rinsed. The kettle is then steamed.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1060:8.0	Auditees: Everton Powell
Audit Evidence:			
PRP/AR-1060:8.0, Cleaning, Sanitizing and Environmental Monitoring, Rev # 11.			
Evaluation:			
Everton Powell stated the he removes the covering use soap and wash. It is then rinsed and sanitized with bleach. It is cleaned before and after use.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1060:30.0	Auditees: Everton Powell
<p>Audit Evidence:</p> <p>Air Quality, QC-4018, Revision # 0. The areas monitored are Cooking Area, processing Area, Sauce Holding Area and Bottling Plant. Cooking Area-12 CFU, Processing Area-22 CFU, Sauce Holding Area-11 CFU, Bottling Plant-26 CFU.</p>			
<p>Evaluation:</p> <p>The air quality for four areas are monitored on a quarterly basis and results were within the acceptable limits. Acceptable limit is less than 100 CFU.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – CLEANING AND SANITATION

Audit of: Cleaning and Sanitation	Auditor: Khamisha Williams	Audit Criteria: N/A	Auditees: Everton Powell
<p>Audit Evidence:</p> <p>HI-TECH Chemical Ltd, Safety Data Sheet, Hi-Clean All Purpose Soap HI-TECH Chemical Ltd, Safety Data Sheet, Hi-Tech Bleach</p>			
<p>Evaluation:</p> <p>Upon reviewing the Safety Data Sheets for the soap and the bleach the chemicals were used in accordance with the manufacturer's instructions. For the Bleach 1 ml of bleach is used with 1 gallon of water.</p>			
<p>Effectiveness:</p>			

NONCONFORMITY REPORT

Incident Identification Number: 000000.00001		
Non-Conformity Report #: 1	Auditor (s): Khamisha Williams	Date: May 7, 2019
Audit of : Cleaning and Sanitation	Audit Criteria: ISO 22002-1:2009 section 11.2	
<p>Statement of Nonconformity:</p> <p>All chemicals were not clearly identified and stored to prevent contamination,</p>		

container with chlorine tablets had spills of soap on the container and container with chemical was not labelled or identified, as stated in ISO 22002-1:2009 11.2.

Responsible Party: Najorie Jennings-Dawkins

Auditor Signature:

Signature:

NONCONFORMITY REPORT

Incident Identification Number: 000000.00002

Non-Conformity Report #: 2	Auditor (s): Khamisha Williams	Date: May 7, 2019
Audit of : Cleaning and Sanitation	Audit Criteria: ISO 22002-1:2009 section 11.1	
<p>Statement of Nonconformity:</p> <p>Five of Nine external drains are blocked and the other four have built-up of debris. Utensils room has boxes, bags, spade drum cover and hose thrown down on the floor. Mop and bucket stored in barrel storage room</p> <p>Responsible Party: Najorie Jennings-Dawkins</p>		
Auditor Signature:		Signature: