

Quality Circle International Limited

Food Safety Management System

Internal Audit Report

Audit Dates: September 5, 2018 - September 5,
2018

Audit Report: Food Safety Management System Internal Audit Company Limited	Audit: Report No. 79
--	----------------------

Audited Facility: Company Limited

Address:

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

Date Of Audit: September 5, 2018 - September 5, 2018

Scope Of Audit: All process and activities related to the FSMS certification.

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, Sanitizing and Environmental Monitoring Procedures	1	4
2	Construction and Layout of Buildings, Premises and Workspace	2	3
3	Continual Improvement	1	
4	Equipment Suitability, Cleaning and Maintenance	2	3
5	Extraction of Pickapeppa Sauce	1	
6	Mixing of Pickapeppa Sauce and Tomato Mixture	1	
7	Personnel Hygiene and Employee Facilities	1	1
8	Pest Control	2	
9	Visitor Control	1	
	TOTAL	12	11

It should be noted that there may be other instances of non-conformances which exist but was not identified in the audit process due to the random selection of aspects of process. The non-conformances which have been identified provided an indication of variations which exist in the process implemented and should be used as a guideline to make corrections and improvements to deficiencies existing in the system. The audit was planned and conducted to fulfill the requirements of FSSC 22000 (ISO 22000/ISO/TS 22002-1), and the additional requirements of FSSC. The audit plan which follows provides details of the activities which composed the audit exercise. This report highlights: the process which was audited, conformities to audit criteria, non-conformities identified and opportunities for improvements.

AUDIT BRIEF

Audit Ref	1542941429	Audit of:	Food Safety Management System
Date Scheduled	September 5, 2018 - September 5, 2018	Locations	1 Shooters Hill Road, Shooters Hill P.O., Manchester
Audit Team: Khamisha Williams, Tiffani Stewart, Najorie Jennings-Dawkins, Oshayne Malcolm, Clayton Berry Audit Team Leader: Khamisha Williams		Process Owner(s):	Khamisha Williams-Quality Assurance Manager Tiffani Stewart-Product Development Specialist Najorie Jennings-Dawkins-Production Manager Dianna Tomlinson-General Manager
Purpose: To ensure that the Food Safety Management System continues to conform to the company's, FSSC , Regulatory requirements and Customers requirements where applicable. The audit will also seek to determine if there is any improvement opportunities.			
Background and Context: This is a regular scheduled audit.			
Scope: All process and activities related to the FSMS certification.			
Criteria: The FSMS documentation, FSSC 22000:2017, any applicable Regulatory and Customer requirements.			
Objectives: Is ensure the FSMS conforming, effective and is there any opportunity to improve.			

Company Limited Audit Plan

Opening Meeting:

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

When: Thursday, `July` `26`, 2018

Where: Boardroom

What to cover: The Audit Plan and time of the closing meeting.

The Audit

Food Defense 07/30/2018 8:30

Closing Meeting:

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

When: Friday, `August` `31`, 2018

Where: Boardroom

AUDIT SCHEDULE

Processes	Auditor	Auditee	Date/Time
Equipment Suitability, Cleaning and Maintenance	Khamisha Williams	Najorie Jennings-Dawkins	July 31, 2018 10:06 AM - FJuly 31, 2018 10:06 AM
Cleaning, Sanitizing and Environmental Monitoring Procedures	Khamisha Williams	Najorie Jennings-Dawkins	July 31, 2018 10:04 AM - FJuly 31, 2018 10:04 AM
Milling of Dry Ingredients	Tiffani Stewart		July 31, 2018 10:00 AM - FJuly 31, 2018 10:00 AM
Weighing	Tiffani Stewart		July 31, 2018 10:00 AM - FJuly 31, 2018 10:00 AM
Dicing	Tiffani Stewart		July 31, 2018 10:00 AM - FJuly 31, 2018 10:00 AM
Mixing of Pickapeppa Sauce and Tomato Mixture	Khamisha Williams	Everton Powell	July 31, 2018 10:00 AM - FJuly 31, 2018 10:00 AM
Product Information/Consumer Awareness	Najorie Jennings-Dawkins		July 31, 2018 10:00 AM - FJuly 31, 2018 10:00 AM
Receival and Verification of Raw and Packaging Materials	Tiffani Stewart	Najorie Jennings-Dawkins	July 31, 2018 10:00 AM - FJuly 31, 2018 10:00 AM
Training	Clayton Berry	Dianna Tomlinson	July 31, 2018 10:00 AM - FJuly 31, 2018 10:00 AM
Bottling Filling - (OPRP - 2)	Tiffani Stewart	Clayton Berry	July 31, 2018 10:00 AM - FJuly 31, 2018 10:00 AM
FSSC Additional Requirements (Logo Use)	Najorie Jennings-Dawkins	Dianna Tomlinson	July 31, 2018 10:00 AM - FJuly 31, 2018 10:00 AM
Construction and Layout of Buildings, Premises and Workspace	Najorie Jennings-Dawkins	Dianna Tomlinson	July 30, 2018 10:08 AM - FJuly 30, 2018 10:08 AM

Utilities - air, water, energy	Tiffani Stewart		July 30, 2018 10:07 AM - FJuly 30, 2018 10:07 AM
Waste Disposal	Clayton Berry	Dianna Tomlinson	July 30, 2018 10:06 AM - FJuly 30, 2018 10:06 AM
Pest Control	Najorie Jennings-Dawkins	Tiffani Stewart	July 30, 2018 10:03 AM - FJuly 30, 2018 11:03 AM
Visitor Control	Clayton Berry	Dianna Tomlinson	July 30, 2018 10:00 AM - FJuly 30, 2018 11:00 AM
Destruction of Trademark Items	Khamisha Williams	Clayton Berry	July 30, 2018 10:00 AM - FJuly 30, 2018 11:00 AM
Packing List	Tiffani Stewart	Clayton Berry	July 30, 2018 10:00 AM - FJuly 30, 2018 11:00 AM
Processing of Hot Pepper Sauce	Oshayne Malcolm	Everton Powell	July 25, 2018 10:00 AM - FJuly 25, 2018 10:00 AM
Measures for Prevention of Cross Contamination	Clayton Berry		August 9, 2018 3:04 PM - FAugust 9, 2018 3:04 PM
Shipping	Tiffani Stewart	Dianna Tomlinson	August 9, 2018 10:00 AM - FAugust 9, 2018 10:00 AM
HACCP Programme	Tiffani Stewart	Khamisha Williams	August 9, 2018 10:00 AM - FAugust 9, 2018 10:00 AM
Internal Audit	Oshayne Malcolm	Khamisha Williams	August 9, 2018 10:00 AM - FAugust 9, 2018 10:00 AM
Management of Allergens	Oshayne Malcolm	Tiffani Stewart	August 9, 2018 10:00 AM - FAugust 9, 2018 10:00 AM
Traceability/Mock Recall	Clayton Berry	Najorie Jennings-Dawkins	August 9, 2018 10:00 AM - FAugust 9, 2018 10:00 AM
Personnel Hygiene and Employee Facilities	Oshayne Malcolm		August 8, 2018 10:02 AM - FAugust 8, 2018 10:02 AM
Verification and Validation	Oshayne Malcolm	Khamisha Williams	August 8, 2018 10:00 AM - FAugust 8, 2018 10:00 AM
Warehousing	Tiffani Stewart	Najorie Jennings-	August 7, 2018

		Dawkins	10:00 AM - FAugust 7, 2018 10:00 AM
Chemical Control	Oshayne Malcolm	Tiffani Stewart	August 7, 2018 10:00 AM - FAugust 7, 2018 10:00 AM
Customer Complaint	Najorie Jennings-Dawkins	Dianna Tomlinson	August 3, 2018 10:00 AM - FAugust 3, 2018 10:00 AM
Recall/Withdrawal	Najorie Jennings-Dawkins	Dianna Tomlinson	August 3, 2018 10:00 AM - FAugust 3, 2018 10:00 AM
Preserved Peppers	Clayton Berry	Carl White	August 3, 2018 10:00 AM - FAugust 3, 2018 10:00 AM
Food Defense, Biovigilance and Bioterrorism	Khamisha Williams	Dianna Tomlinson	August 3, 2018 10:00 AM - FAugust 3, 2018 10:00 AM
Extraction of Pickapeppa Sauce	Khamisha Williams	Everton Powell	August 2, 2018 11:00 AM - FAugust 2, 2018 11:00 AM
Cooking (OPRP - 1)	Khamisha Williams	Everton Powell	August 2, 2018 10:00 AM - FAugust 2, 2018 10:00 AM
Continual Improvement	Khamisha Williams	Dianna Tomlinson	August 16, 2018 11:08 AM - FAugust 16, 2018 11:08 AM
Management of Purchased/Supplied Materials and Services	Najorie Jennings-Dawkins	Dianna Tomlinson	August 16, 2018 10:05 AM - FAugust 16, 2018 10:05 AM
Peeling	Tiffani Stewart		August 15, 2018 11:56 AM - FAugust 15, 2018 11:56 AM
FSSC Additional Requirements (In conjunction with PreRequisite Programs)	Khamisha Williams		August 15, 2018 10:09 AM - FAugust 15, 2018 10:09 AM
Non-conforming Raw Materials and Finished Products	Tiffani Stewart	Khamisha Williams	August 15, 2018 10:00 AM - FAugust 15, 2018 10:00 AM
Management Responsibility	Khamisha Williams	Dianna Tomlinson	August 14, 2018 10:00 AM - FAugust 14, 2018 10:00 AM
Lab Analysis	Najorie Jennings-Dawkins	Tiffani Stewart	August 14, 2018 10:00 AM - FAugust

			14, 2018 10:00 AM
FSSC Additional Requirements (TACCP & VACCP)	Khamisha Williams	Dianna Tomlinson	August 14, 2018 10:00 AM - FAugust 14, 2018 11:00 AM
Correction and Corrective Action	Najorie Jennings-Dawkins	Khamisha Williams	August 14, 2018 10:00 AM - FAugust 14, 2018 10:00 AM
Control of Sharp Object	Najorie Jennings-Dawkins	Khamisha Williams	August 13, 2018 10:00 AM - FAugust 13, 2018 10:00 AM

CONFORMITY REPORTS – CONSTRUCTION AND LAYOUT OF BUILDINGS, PREMISES AND WORKSPACE

Audit of: Construction and Layout of Buildings, Premises and Workspace	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO 22002-1:2009: Section 4	Auditees: Dianna Tomlinson
Audit Evidence:			
A walkthrough was done of the facility and it was observed that there were no sources of contamination to the operations of the facility.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – CONSTRUCTION AND LAYOUT OF BUILDINGS, PREMISES AND WORKSPACE

Audit of: Construction and Layout of Buildings, Premises and Workspace	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO 22002-1:2009- Section 5.2	Auditees: Dianna Tomlinson
Audit Evidence:			
Upon observation it was seen that there are separate storage areas for raw materials and finished products. Dry raw materials are stored in the Dry Materials Storage, Wet or semi wet material are stored in Wet Ingredients storage and onions are stored in onion house and finished products in finished products storage area.			
Evaluation:			

Effectiveness:

CONFORMITY REPORTS – CONSTRUCTION AND LAYOUT OF BUILDINGS, PREMISES AND WORKSPACE

Audit of: Construction and Layout of Buildings, Premises and Workspace	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO-22002-1:5.5	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>It was observed that the Microbiology laboratory was located away from the production area and did not serve as a source of contamination, which is in accordance to ISO 22002-1:2009:5.5, which states that" the Microbiology laboratories shall not open directly into production.</p>			
Evaluation:			
Effectiveness:			

NONCONFORMITY REPORT		
Incident Identification Number: 000000.00001		
Non-Conformity Report #: 1	Auditor (s): Najorie Jennings- Dawkins	Date: July 30, 2018
Audit of : Construction and Layout of Buildings, Premises and Workspace	Audit Criteria: PRP 1000:4.3.7	
<p>Statement of Nonconformity:</p> <p>The door behind the kitchen needs to be so built that it can self close to prevent it from being left open</p>		
Responsible Party: Dianna Tomlinson		
Auditor Signature:		Signature:

NONCONFORMITY REPORT		
Incident Identification Number: 000000.00002		
Non-Conformity Report #: 2	Auditor (s): Najorie Jennings-Dawkins	Date: July 30, 2018
Audit of : Construction and Layout of Buildings, Premises and Workspace	Audit Criteria: PRP 1000; 4.9.1	
<p>Statement of Nonconformity:</p> <p>As soon as work is done on the facility they should be recorded.</p> <p>Responsible Party: Dianna Tomlinson</p>		
Auditor Signature:		Signature:

CONFORMITY REPORTS – UTILITIES - AIR, WATER, ENERGY

Audit of: Utilities - air, water, energy	Auditor: Tiffani Stewart	Audit Criteria: ISO 22002-1:2009, 6.2	Auditees:
<p>Audit Evidence:</p> <p>Quality Manager confirmed that it is.</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – UTILITIES - AIR, WATER, ENERGY

Audit of: Utilities - air, water, energy	Auditor: Tiffani Stewart	Audit Criteria: ISO 22002-1:2009, 6.2	Auditees:
<p>Audit Evidence:</p> <p>The most recent water test reports received-No. TESR 26/2018/1404 and NO. TESR 25/2018/1378 were compared to the WHO standards for drinking water and showed conformance .</p>			
<p>Evaluation:</p>			

Effectiveness:

CONFORMITY REPORTS – UTILITIES - AIR, WATER, ENERGY

Audit of: Utilities - air, water, energy	Auditor: Tiffani Stewart	Audit Criteria: PRP 1010:4.1.2.2	Auditees:
Audit Evidence: Quality Manager stated that internal water tests are done weekly these include: pH, appearance , residual chlorine, bacteria and yeast. Record QC -4006 Rev#2.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – UTILITIES - AIR, WATER, ENERGY

Audit of: Utilities - air, water, energy	Auditor: Tiffani Stewart	Audit Criteria: PRP 1010:4.1.2.3	Auditees:
Audit Evidence: Quality Manager stated that internal water quality tests are validated by sending water sample twice per year to the Bureau of Standards Jamaica . The most recent reports are : Test Report No. TESR 25/2018/1378 chemistry 21/3/18 Test Report No. TESR 26/2018/1404 microbiology 1/3/18			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – UTILITIES - AIR, WATER, ENERGY

Audit of: Utilities - air, water, energy	Auditor: Tiffani Stewart	Audit Criteria: ISO 22002-1:2009: 6.6	Auditees:
Audit Evidence: Observation was done of light fixtures and all were all shielded.			
Evaluation:			

Effectiveness:

CONFORMITY REPORTS – UTILITIES - AIR, WATER, ENERGY

Audit of: Utilities - air, water, energy	Auditor: Tiffani Stewart	Audit Criteria: ISO 22002-1:2009: 6.5	Auditees:
Audit Evidence: Barrington Mclean states that air from compressor is used to place the label on the bottle ,rotate the label bed and rotate the glue pump. Air does not come into contact with food.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – WASTE DISPOSAL

Audit of: Waste Disposal	Auditor: Clayton Berry	Audit Criteria: ISO 22002:7.1	Auditees: Dianna Tomlinson
Audit Evidence: Waste Disposal PRP-1020 Revision # 15			
Evaluation: General manager said that there is a program for waste disposal and that there is also a team that was set up with the responsibility for waste disposal.			
Effectiveness:			

CONFORMITY REPORTS – WASTE DISPOSAL

Audit of: Waste Disposal	Auditor: Clayton Berry	Audit Criteria: ISO 22002-1:11.2	Auditees: Dianna Tomlinson
Audit Evidence: Rajii Senior Cleaning Records-bottling plant PRP-1062 Revision # 6			
Evaluation: An interview was done with Rajii Senior one of the person responsible for cleaning			

the bins he explained that the bins are cleaned on a weekly basis or when there is a need to do so.

Effectiveness:

CONFORMITY REPORTS – WASTE DISPOSAL

Audit of: Waste Disposal	Auditor: Clayton Berry	Audit Criteria: ISO 22002-1:7.3	Auditees: Dianna Tomlinson
Audit Evidence:			
Waste disposal team members: COLLIN GREEN,TERRENCE PALMER, RODRICK WILLIAMS, DOMAIN VIRGIN,KEVIN ASHLEY AND MARK NUNES.			
Evaluation:			
Upon interviewing the general manager she stated that the waste disposal team is responsible for the removal of waste from the facility.			
Effectiveness:			

CONFORMITY REPORTS – WASTE DISPOSAL

Audit of: Waste Disposal	Auditor: Clayton Berry	Audit Criteria: ISO 22002-1:7.3	Auditees: Dianna Tomlinson
Audit Evidence:			
LOG BOOK DATE- AUGUST 2 2018 AND AUGUST 14TH 2018			
Evaluation:			
The government owned Southern Parks and Market (SPM) is responsible for the removal of garbage from the factory. She stated that the garbage is normal collected every two weeks.			
Effectiveness:			

CONFORMITY REPORTS – WASTE DISPOSAL

Audit of: Waste Disposal	Auditor: Clayton Berry	Audit Criteria: ISO 22002-1:7.4	Auditees: Dianna Tomlinson
Audit Evidence:			

<p>Evaluation:</p> <p>Based on observation of the drains by the bottling plant, cooking area and processing area ISO-22002-1:7.4</p>
<p>Effectiveness:</p>

CONFORMITY REPORTS – WASTE DISPOSAL

Audit of: Waste Disposal	Auditor: Clayton Berry	Audit Criteria: ISO 22000:7.10.3.3	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>MS-2070:4.2.2 NON-CONFORMING REPORT: Form:QA3315 REVISION 4 DATED JUNE 23RD 2016</p>			
<p>Evaluation:</p> <p>Everton Powell stated that the non conforming products are disposed of by diluting and poured down the drain. This is in accordance with MS-2070:4.2.2</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – EQUIPMENT SUITABILITY, CLEANING AND MAINTENANCE

Audit of: Equipment Suitability, Cleaning and Maintenance	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:8.2	Auditees: Najorie Jennings-Dawkins
<p>Audit Evidence:</p> <p>Equipment were observed and were compatible with products and cleaning agents.</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – EQUIPMENT SUITABILITY, CLEANING AND MAINTENANCE

Audit of: Equipment	Auditor: Khamisha	Audit Criteria: ISO	Auditees: Najorie
---------------------	-------------------	---------------------	-------------------

Suitability, Cleaning and Maintenance	Williams	22002-1:8.2	Jennings-Dawkins
Audit Evidence:			
Mixers and homogenizer are in place to mix raw materials and finish products before cooking and bottling respectively.			
Evaluation:			
Equipment are designed to ensure to minimize contact between the operators hand and the product.			
Effectiveness:			

CONFORMITY REPORTS – EQUIPMENT SUITABILITY, CLEANING AND MAINTENANCE

Audit of: Equipment Suitability, Cleaning and Maintenance	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:8.4	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
A kettle is used for thermal processing and it has a thermometer attached and a monitor to display the temperature.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – EQUIPMENT SUITABILITY, CLEANING AND MAINTENANCE

Audit of: Equipment Suitability, Cleaning and Maintenance	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:8.6	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
PRP-1030:4.3, Preventative Maintenance			
Evaluation:			
Najorie Dawkins stated that there is a preventive maintenance program.			
Effectiveness:			

CONFORMITY REPORTS – EQUIPMENT SUITABILITY, CLEANING AND MAINTENANCE

Audit of: Equipment Suitability, Cleaning and Maintenance	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:8.6	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
PRP-1030:4.5, Post Maintenance			
Evaluation:			
<p>Naorie Dawkins stated that there is a procedure for releasing maintained equipment back into production. This procedure includes: The maintenance personnel ensures that the equipment is reassembled and ready for operation. He accounts for all tools and parts, cleans up all debris and grease. The Supervisor cleans and sanitizes the equipment and inspects it before it is used in production.</p>			
Effectiveness:			

NONCONFORMITY REPORT		
Incident Identification Number: 000000.00003		
Non-Conformity Report #: 1	Auditor (s): Khamisha Williams	Date: July 31, 2018
Audit of : Equipment Suitability, Cleaning and Maintenance	Audit Criteria: PRP-1030:4.3.2.1	
Statement of Nonconformity:		
<p>The maintenance schedule does not have the procedure and frequency for all equipment as stated in PRP-1030:4.3.2.1 and 4.3.1.1.</p>		
Responsible Party: Najorie Jennings-Dawkins		
Auditor Signature:		Signature:

NONCONFORMITY REPORT		
Incident Identification Number: 000000.00004		
Non-Conformity Report #: 2	Auditor (s): Khamisha Williams	Date: July 31, 2018

Audit of : Equipment Suitability, Cleaning and Maintenance	Audit Criteria: PRP-1030:4.3.1.1	
<p>Statement of Nonconformity:</p> <p>The maintenance supervisor, Barrington Mclean, stated that he does not carry out any preventive maintenance on the extractor. PRP-1030:4.3.1.1 states that Inspect and service all Equipment.</p> <p>Responsible Party: Najorie Jennings-Dawkins</p>		
Auditor Signature:		Signature:

CONFORMITY REPORTS – MANAGEMENT OF PURCHASED/SUPPLIED MATERIALS AND SERVICES

Audit of: Management of Purchased/Supplied Materials and Services	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO 22002-1:2009: Section 9.1	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>Based on interview with Inventory Clerk, the Quality Manager or Production Manager is consulted to ensure that all materials meet the factory specifications. According to "4.1.1.4 The Inventory Clerk Informs Quality Personnel of receipt of raw materials</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT OF PURCHASED/SUPPLIED MATERIALS AND SERVICES

Audit of: Management of Purchased/Supplied Materials and Services	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO 22002-1:2009: Section 9.3	Auditees: Dianna Tomlinson
Audit Evidence:			

The Inventory Clerk responded by saying that all containers are checked at all times to ensure that no damages result. The Transportation Log Form, PRP 1042 , shows a set of requirements that the vehicles must meet before unloading.

Evaluation:

Effectiveness:

CONFORMITY REPORTS – MANAGEMENT OF PURCHASED/SUPPLIED MATERIALS AND SERVICES

Audit of: Management of Purchased/Supplied Materials and Services	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO 22002-1:2009: Section 9.3	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>According to the Quality Manager, materials are tested before use or covered by a COA to verify conformance. A raw material- solar salt- was randomly selected and the relevant documentations checked. A COA from Industrial Chemical Company dated August 14,</p>			
<p>Evaluation:</p> <p>Even though a COA is usually received from the supplier it is recommended to get it before or with the material so that decisions can be made before the product is used as there are some tests that cannot be done internally.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – MANAGEMENT OF PURCHASED/SUPPLIED MATERIALS AND SERVICES

Audit of: Management of Purchased/Supplied Materials and Services	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO 22002-1:2009: Section 9.3	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>The procedure MS 2070, Non Conforming Materials and Finished Products.</p>			

Evaluation:
There is a detail procedure to be followed in handling non conforming materials.
Effectiveness:

CONFORMITY REPORTS – MEASURES FOR PREVENTION OF CROSS CONTAMINATION

Audit of: Measures for Prevention of Cross Contamination	Auditor: Clayton Berry	Audit Criteria: ISO 20002-1:13.4	Auditees:
Audit Evidence:			
Novelette Robinson			
Evaluation:			
In an interview with Novelette Robinson it was revealed that she have to change in her work clothes and shoes, all forms of jewellery should be removed and a hair net must be worn.			
Effectiveness:			

CONFORMITY REPORTS – MEASURES FOR PREVENTION OF CROSS CONTAMINATION

Audit of: Measures for Prevention of Cross Contamination	Auditor: Clayton Berry	Audit Criteria: PRP-1050:4.1.1.2	Auditees:
Audit Evidence:			
Shirley Williams and Tracey Mullings			
Evaluation:			
Base on observation of two employees Shirley Williams and Tracey Mullings the dress code was in keeping with PRP-1050:4.1.1.2			
Effectiveness:			

CONFORMITY REPORTS – MEASURES FOR PREVENTION OF

CROSS CONTAMINATION

Audit of: Measures for Prevention of Cross Contamination	Auditor: Clayton Berry	Audit Criteria: PRP-1050:4.1.1.6	Auditees:
Audit Evidence:			
Cleaning records PRP-1062 dated JUNE 15 2018 and JULY 20 2018			
Evaluation:			
Upon interviewing an employee, Domain Virgin, it was explained that all equipment are washed and sanitized before and after usage he also stated that this procedure includes all processing and bottling equipment.			
Effectiveness:			

CONFORMITY REPORTS – MEASURES FOR PREVENTION OF CROSS CONTAMINATION

Audit of: Measures for Prevention of Cross Contamination	Auditor: Clayton Berry	Audit Criteria: PRP-1050:4.3.1.2	Auditees:
Audit Evidence:			
Checks made of the chemical storage shows that the appropriate labelling was on all chemicals			
Evaluation:			
Tiffany Stewart the person in charge of chemicals states that their is a store room specifically for chemicals and pesticides hence they are not stored to contaminate products and raw materials.			
Effectiveness:			

CONFORMITY REPORTS – MEASURES FOR PREVENTION OF CROSS CONTAMINATION

Audit of: Measures for Prevention of Cross Contamination	Auditor: Clayton Berry	Audit Criteria: PRP-1050:4.2.1.8	Auditees:
Audit Evidence:			
Broken bottles form PRP-1132 dated March 19 2018 and JUNE 6 2018			

<p>Evaluation:</p> <p>Broken bottles are recorded and are placed in a drum immediately after breaking to prevent contamination.</p>
<p>Effectiveness:</p>

CONFORMITY REPORTS – MEASURES FOR PREVENTION OF CROSS CONTAMINATION

Audit of: Measures for Prevention of Cross Contamination	Auditor: Clayton Berry	Audit Criteria: PRP-1050:4.1.2.2	Auditees:
<p>Audit Evidence:</p> <p>Attendance record MS-2041 dated March 6 2018</p>			
<p>Evaluation:</p> <p>They were trained.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and Environmental Monitoring Procedures	Auditor: Khamisha Williams	Audit Criteria: ISO-22002-1:11.1	Auditees: Najorie Jennings-Dawkins
<p>Audit Evidence:</p> <p>Cleaning, Sanitizing and Environmental Monitoring PRP/AR-1060 Rev#11.</p>			
<p>Evaluation:</p> <p>A procedure is in place for the cleaning, sanitizing and environmental monitoring of the facility.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and Environmental Monitoring Procedures	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:11.2	Auditees: Najorie Jennings-Dawkins
<p>Audit Evidence:</p> <p>It was observed that a store room is separated from production areas for the storing all chemicals. They are clearly labelled with the manufacturers label.</p>			
<p>Evaluation:</p> <p>Tiffani Stewart stated that cleaning and sanitizing chemicals are clearly identified and stored to prevent contamination.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and Environmental Monitoring Procedures	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:11.2	Auditees: Najorie Jennings-Dawkins
<p>Audit Evidence:</p> <p>Cleaning tools and equipment includes broom, mop and scotch brite. There is a designated area fro cleaning tools and equipment.</p>			
<p>Evaluation:</p> <p>The Production Manager, Najorie Dawkins stated that the cleaning tools and chemicals are hygienically designed and maintained to prevent contamination.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and	Auditor: Khamisha Williams	Audit Criteria: ISO-22002-1:11.3	Auditees: Najorie Jennings-Dawkins
------------------------------------	----------------------------	----------------------------------	------------------------------------

Environmental Monitoring Procedures			
Audit Evidence:			
Cleaning, Sanitizing and Environmental Monitoring PRP/AR-1060: 28.0			
Evaluation:			
The Production Manager stated that the cleaning program includes the cleaning equipment.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and Environmental Monitoring Procedures	Auditor: Khamisha Williams	Audit Criteria: ISO 22002-1:11.4	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Cleaning, Sanitizing and Environmental Monitoring, PRP/AR-1060:20.0 ISO 22002-1:11.4			
Evaluation:			
The Production Manager stated that the stainless pipes uses the CIP system. The procedure includes rinsing both inside and outside with potable water, sanitize pipes with steam for 3-5 minutes and allow pipe to drain.			
Effectiveness:			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and Environmental Monitoring Procedures	Auditor: Khamisha Williams	Audit Criteria: ISO-22002-1:11.3	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			

PRP/AR-1060, Cleaning, Sanitising and Environmental Monitoring has the cleaning procedures which includes Area, Responsibility, Safety Info, Chemicals, Materials, Method of Cleaning and Frequency. Cleaning Records, PRP-1062 and PRP 1061

Evaluation:

Najorie Dawkins stated that the cleaning and sanitizing program includes: Area, items of equipment and utensils to be cleaned and sanitized, Responsibilities, Cleaning method and frequency, Monitoring and Verification and Pre-Start up and Post-Clean up Inspection.

Effectiveness:

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and Environmental Monitoring Procedures	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005 Clause 6.2.2	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Attendance Record, HR4001, Rev #6, Cleaning and Sanitation training on July 7, 2017. Training Schedule 2018, MS-2043, Rev # 6, Cleaning, Sanitizing and Environmental Monitoring, set for August 2018.			
Evaluation:			
Workers are trained in the cleaning and sanitation process on July 7, 2017. No training was done for 208 but it is on the training schedule for August 2018			
Effectiveness:			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and Environmental Monitoring Procedures	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1060:6.0	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Cleaning, Sanitizing and Environmental Monitoring, PRP/AR-1060:6.0, Cleaning			

process for the cooking kettle.

Evaluation:

Lennox Morgan stated that a scotch brite is used rub blade and the inside of the kettle. He then wash with soap and rinse. He sanitize with a bleach solution, rinse and then steam. Chemicals used are bleach and soap and cleaning is done before and after usage

Effectiveness:

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and Environmental Monitoring Procedures	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1060:30.0	Auditees: Najorie Jennings-Dawkins
Audit Evidence: Cleaning, Sanitizing and Environmental Monitoring, PRP/AR-1060:30.0, Rev # 11. Air Quality, QC-4018, Rev #0 showed that all four area were checked and results were within specification ranging from 2-12 colonies and the limit is 100 CFU.			
Evaluation: Tiffani Stewart confirmed the procedure PRP/AR-1060:30.0 by stating that the areas for environmental monitoring area Processing Area, Cooking Area, Sauce Holding Area and Bottling Plant. The procedure for environmental monitoring is to pre-prepare Plate Count Agar (PCA) plates. Open solidified PCA plates in selected areas for 15 minutes. Cover plates and take to the Microbiology Lab Incubate at 350C for 48 hrs ± 2 hrs. Count the colonies per plate and record as Colony Forming Unit (CFU).			
Effectiveness:			

CONFORMITY REPORTS – CLEANING, SANITIZING AND ENVIRONMENTAL MONITORING PROCEDURES

Audit of: Cleaning, Sanitizing and Environmental Monitoring Procedures	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:4.2.3	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			

Cleaning Records-Upstairs, PRP-1061, Rev #8. Week of August 13-17 showed that on August 16 and 17 the pots bowls, spatulas and knives were cleaned. Cleaning Records-Bottling Plant, PRP-1062, Rev #7, showed that the filling machine was cleaned and sanitised.

Evaluation:

The Production Manager provided the records for the cleaning of Upstairs and Downstairs of the facility.

Effectiveness:

NONCONFORMITY REPORT

Incident Identification Number: 000000.00005

Non-Conformity Report #: 1	Auditor (s): Khamisha Williams	Date: July 31, 2018
Audit of : Cleaning, Sanitizing and Environmental Monitoring Procedures	Audit Criteria: PRP/AR-1060:24.0	
<p>Statement of Nonconformity:</p> <p>The cleaning and sanitizing of three food contact surfaces, funnels, spatulas and pots were audited and it was proven that none of the cleaning processes include the use of soap and bleach as stated in interviews with Michael Nunes, Rodrick Williamson and Carl White. This is not in compliance with PRP/AR-1060:24.0 which states that "wash utensils or contact surface with detergent to remove grease and any other food... and Apply disinfectant to kill bacteria and give 5 -10 minutes contact time."</p> <p>Responsible Party: Najorie Jennings-Dawkins</p>		
Auditor Signature:		Signature:

CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP-1070:4.1.5	Auditees: Tiffani Stewart
<p>Audit Evidence:</p> <p>Upon questioning the owner of the process it was revealed that the baits are set</p>			

every two weeks for the exterior and once per month for the interior. Records were checked and Form no. PRP 1072 and PRP 1073 supported the given information.

Evaluation:

Records were available to show that there is a planned schedule for the setting of baits.

Effectiveness:

CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP 1070: 4.2.2	Auditees: Tiffani Stewart
Audit Evidence:			
Upon observation it was noted that all entrance points have bait stations. The bait map also confirmed this.			
Evaluation:			
All entrance points have bait stations. However, it may be necessary to secure all bait stations in place and to use the label " bait station" in addition to the numbering system. Additionally there should be nothing hindering pests from entering bait			
Effectiveness:			

CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP 1070;4.2.4	Auditees: Tiffani Stewart
Audit Evidence:			
The process owner showed a map with all the bait stations identified. The map was colour coded to differentiate between internal and external bait stations. Thirty Six (36) external bait stations were identified and twenty nine (29) internal ones.			
Evaluation:			
A map identifying all bait stations was present. However, it is recommended that a control number be added to the document.			
Effectiveness:			

CONFORMITY REPORTS – PEST CONTROL

Audit of: Pest Control	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP 1070:5.1-5.4	Auditees: Tiffani Stewart
<p>Audit Evidence:</p> <p>The owner of the process stated that records were available to show pest control activities. Records such as the pest activity register- internal and external, no. PRP 1072 and 1073, showed the different areas where activities were carried out.</p>			
<p>Evaluation:</p> <p>Records are available to show that pest control activities are carried out at all areas on the bait map.</p>			
<p>Effectiveness:</p>			

NONCONFORMITY REPORT		
Incident Identification Number: 000000.00006		
Non-Conformity Report #: 1	Auditor (s): Najorie Jennings-Dawkins	Date: July 30, 2018
Audit of : Pest Control	Audit Criteria: ISO 22000:2005 Clause 6.2.2	
<p>Statement of Nonconformity:</p> <p>There was no training records for pest control applicator, Neiko Robinson. After interview with process owner it was confirmed that he was not trained. This is contrary to ISO 22000:2005 clause which states "ensure that responsible personnel are trained</p>		
Responsible Party: Tiffani Stewart		
Auditor Signature:		Signature:

NONCONFORMITY REPORT		
Incident Identification Number: 000000.00007		
Non-Conformity Report #: 2	Auditor (s): Najorie Jennings-Dawkins	Date: July 30, 2018
Audit of : Pest Control	Audit Criteria: ISO 22002-1:2009: 12.3	
<p>Statement of Nonconformity:</p>		

1. The door leading from the dining area to the outside was left open. 2. A live lizard was seen under the face basin in the cooking area 3. The mesh in the utensils room was not tightly secured on wall 4. Light rays were seen coming through the eaves

Responsible Party: Tiffani Stewart

Auditor Signature:

Signature:

CONFORMITY REPORTS – PERSONNEL HYGIENE AND EMPLOYEE FACILITIES

Audit of: Personnel Hygiene and Employee Facilities	Auditor: Oshayne Malcolm	Audit Criteria: N/A	Auditees:
Audit Evidence:			
Laundry Room			
Evaluation:			
Based on Observation there is a laundry facility with a washing machine and a clothes dryer.			
Effectiveness:			

CONFORMITY REPORTS – PERSONNEL HYGIENE AND EMPLOYEE FACILITIES

Audit of: Personnel Hygiene and Employee Facilities	Auditor: Oshayne Malcolm	Audit Criteria: N/A	Auditees:
Audit Evidence:			
Changing rooms			
Evaluation:			
Based on Observation the company has two changing rooms for employees one for females and the other for the males			
Effectiveness:			

CONFORMITY REPORTS – PERSONNEL HYGIENE AND EMPLOYEE FACILITIES

Audit of: Personnel Hygiene and Employee Facilities	Auditor: Oshayne Malcolm	Audit Criteria: N/A	Auditees:
Audit Evidence:			
Rodrick Williamsom Clayton Berry Lennox Morgan			
Evaluation:			
On observing a few of the employees they were properly attired hear net, beard net if necessary and proper clothing and shoes			
Effectiveness:			

CONFORMITY REPORTS – PERSONNEL HYGIENE AND EMPLOYEE FACILITIES

Audit of: Personnel Hygiene and Employee Facilities	Auditor: Oshayne Malcolm	Audit Criteria: ISO 22002-1: 13.3	Auditees:
Audit Evidence:			
Kitchen Lunch Room			
Evaluation:			
Based on observation their is a staff canteen and their is an area for food storage and lunch room to avoid cross contamination to products.			
Effectiveness:			

CONFORMITY REPORTS – PERSONNEL HYGIENE AND EMPLOYEE FACILITIES

Audit of: Personnel Hygiene and Employee Facilities	Auditor: Oshayne Malcolm	Audit Criteria: ISO 22002-1: 13.2b	Auditees:
Audit Evidence:			
Kitchen			
Evaluation:			

Based on Observation the sink that is use for hand washing is separated from the one that is use for food and the washing of equipment.

Effectiveness:

CONFORMITY REPORTS – PERSONNEL HYGIENE AND EMPLOYEE FACILITIES

Audit of: Personnel Hygiene and Employee Facilities	Auditor: Oshayne Malcolm	Audit Criteria: N/A	Auditees:
Audit Evidence:			
Cleaning Checklist- General Areas Form No: PRP-1063 Revision #4 Date: July 23-August 3			
Evaluation:			
Najorie Dawkins stated that there is cleaning schedule for both up and downstairs, and there is a sanitation supervisor that ensure that all task are carried out			
Effectiveness:			

CONFORMITY REPORTS – PERSONNEL HYGIENE AND EMPLOYEE FACILITIES

Audit of: Personnel Hygiene and Employee Facilities	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1080: 4.1.7	Auditees:
Audit Evidence:			
Evaluation:			
Najorie Dawkins stated that Pre and In Operation inspection are done by the production manager and all supervisors.			
Effectiveness:			

CONFORMITY REPORTS – PERSONNEL HYGIENE AND EMPLOYEE FACILITIES

Audit of: Personnel Hygiene and Employee Facilities	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1080: 4.1.8	Auditees:
Audit Evidence:			
Evaluation: Najorie Dawskin stated during in and pre operation if a worker shows any signs of contagious illnesses they would be sent to the General Manager she then do her investigation and if their is a need the worker would be sent home.			
Effectiveness:			

NONCONFORMITY REPORT		
Incident Identification Number: 000000.00008		
Non-Conformity Report #: 1	Auditor (s): Oshayne Malcolm	Date: August 8, 2018
Audit of : Personnel Hygiene and Employee Facilities	Audit Criteria: ISO 22002-1: 13.2a	
Statement of Nonconformity: Based on Observation some of the hand washing stations are not suitable for the washing of hands: Bottling plant- Soap dispenser not working Male bathroom- Soap dispenser not working Female bathroom- No soap dispenser Mango house- no hot water and Soap dispenser not working Processing area- the mixer is damaged Need a hand washing station in barrel storage area 2. This not in conformance with ISO22002-1: 13.2a		
Responsible Party: Dianna Tomlinson		
Auditor Signature:		Signature:

CONFORMITY REPORTS – WAREHOUSING

Audit of: Warehousing	Auditor: Tiffani Stewart	Audit Criteria: ISO 22002-1:2009, 16.2	Auditees: Najorie Jennings-Dawkins
Audit Evidence: Interview with Inventory Supervisor confirmed that stock rotation systems are in			

place -FIFO and FEFO for raw materials and finished products.
Evaluation:
Effectiveness:

CONFORMITY REPORTS – WAREHOUSING

Audit of: Warehousing	Auditor: Tiffani Stewart	Audit Criteria: ISO 22002-1:2009, 16.2	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Chemical house and garbage area are separated.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – WAREHOUSING

Audit of: Warehousing	Auditor: Tiffani Stewart	Audit Criteria: ISO 22002-1:2009 5.7	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Areas were clearly seen and identified.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – WAREHOUSING

Audit of: Warehousing	Auditor: Tiffani Stewart	Audit Criteria: PRP 1090:4.1.7	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Interview done with Production Manager and evidence showed conformity. MS-2201 Rev#3 dated July 19, 2018			
Evaluation:			

Effectiveness:

CONFORMITY REPORTS – WAREHOUSING

Audit of: Warehousing	Auditor: Tiffani Stewart	Audit Criteria: PRP 1090:4.2.3	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
According to the truck driver, the food carrier is used for both food and non-food items. It is however cleaned between loads with bleach, water and or disinfectant.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – WAREHOUSING

Audit of: Warehousing	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000:6.2.2	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Training record MS-2041 Rev # 9 dated March 15th and April 30th, 2018.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – FOOD DEFENSE, BIOVIGILANCE AND BIOTERRORISM

Audit of: Food Defense, Biovigilance and Bioterrorism	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1110:4.2.1	Auditees: Dianna Tomlinson
Audit Evidence:			

PRP/AR-1110:4.2.1, 4.3.1.8, 4.5.2.3, Food Defense, Biovigilance and Bioterrorism.
Evaluation:
The General Manager stated it is her responsibility to monitor the CCTV along with the CEO, Mr Stephen LynKeeChow and the IT technician who remotely monitors it.
Effectiveness:

CONFORMITY REPORTS – FOOD DEFENSE, BIOVIGILANCE AND BIOTERRORISM

Audit of: Food Defense, Biovigilance and Bioterrorism	Auditor: Khamisha Williams	Audit Criteria: PRP/Ar-1110:4.3.1.10	Auditees: Dianna Tomlinson
Audit Evidence:			
Attendance Record, MS-2041, August 20, 2018, Kedine Hanson (New employee) was trained in PRP/AR-1110, Food Defense and PRP-1140, Visitor Control. Other employees were trained in Visitors control on July 24, 2018, MS-2041, Attendance Record and Food Defense on October 9, 2017, MS-2041, Attendance Record.			
Evaluation:			
New and existing employees are trained in Food Defense and Visitor Control.			
Effectiveness:			

CONFORMITY REPORTS – FOOD DEFENSE, BIOVIGILANCE AND BIOTERRORISM

Audit of: Food Defense, Biovigilance and Bioterrorism	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1110:4.3.3.1	Auditees: Dianna Tomlinson
Audit Evidence:			
It was observed that the perimeter is protected by fence.			
Evaluation:			
The General Manager stated that the perimeter is protected by fencing .			
Effectiveness:			

CONFORMITY REPORTS – FOOD DEFENSE, BIOVIGILANCE AND BIOTERRORISM

Audit of: Food Defense, Biovigilance and Bioterrorism	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1110:4.3.3.2	Auditees: Dianna Tomlinson
Audit Evidence:			
It was observed that all exterior doors are secured.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – FOOD DEFENSE, BIOVIGILANCE AND BIOTERRORISM

Audit of: Food Defense, Biovigilance and Bioterrorism	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1110:4.3..4.2	Auditees: Dianna Tomlinson
Audit Evidence:			
It was observed that the storage tanks are locked and hence protected from unauthorized access.			
Evaluation:			
The General Manager stated that the storage tanks are locked.			
Effectiveness:			

CONFORMITY REPORTS – FOOD DEFENSE, BIOVIGILANCE AND BIOTERRORISM

Audit of: Food Defense, Biovigilance and Bioterrorism	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1110:4.3.4.3	Auditees: Dianna Tomlinson
Audit Evidence:			

It was observed that the electrical panel systems are protected from unauthorized access with doors and "authorized personnel only" signs.

Evaluation:

Effectiveness:

CONFORMITY REPORTS – FOOD DEFENSE, BIOVIGILANCE AND BIOTERRORISM

Audit of: Food Defense, Biovigilance and Bioterrorism	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1110:4.3.6.3	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>The bottling workers were observed in yellow shirts and were only seen in the bottling area. The Processing workers were observed in burgundy shirts and were only seen in the processing areas. Supervisors at bottling had blue shirts and processing supervisor had red shirt.</p>			
<p>Evaluation:</p> <p>The General Manager stated that employees do not have access to all areas of the facility. They are colour coded for the bottling and processing areas. Supervisors are allowed in all areas. Processing team wears burgundy shirts and bottling plant wears yellow shirts.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – FOOD DEFENSE, BIOVIGILANCE AND BIOTERRORISM

Audit of: Food Defense, Biovigilance and Bioterrorism	Auditor: Khamisha Williams	Audit Criteria: PRP/AR-1110:4.4.3.2	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>Oshayne Malcolm, the inventory supervisor stated that the labels are stored in a room designated for labels with restricted access.</p>			
<p>Evaluation:</p>			

Label room was observed which was locked.

Effectiveness:

CONFORMITY REPORTS – RECEIVAL AND VERIFICATION OF RAW AND PACKAGING MATERIALS

Audit of: Receival and Verification of Raw and Packaging Materials	Auditor: Tiffani Stewart	Audit Criteria: PRP 1120 Sec 4.3.1	Auditees: Najorie Jennings-Dawkins
Audit Evidence: Yes there is document PRP 1046 Rev # 3 Specification sheet for raw, packaging materials and service providers which was seen.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECEIVAL AND VERIFICATION OF RAW AND PACKAGING MATERIALS

Audit of: Receival and Verification of Raw and Packaging Materials	Auditor: Tiffani Stewart	Audit Criteria: PRP-1120 Rev # 8 , 5.0	Auditees: Najorie Jennings-Dawkins
Audit Evidence: Non- Conformance Report MS 2071 Transportation Log Purchases PRP-1042 Lab Analysis Raw Material QC 4002 Lab Analysis Packaging Material Form QC 4003 Field Crop Delivery PRP-1044 Transportation Log - z file			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECEIVAL AND VERIFICATION OF RAW AND PACKAGING MATERIALS

Audit of: Receival and Verification of Raw and Packaging Materials	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000:6.2.2	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Training record MS -2041 Rev #9, dated March 6, 2018			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECEIVAL AND VERIFICATION OF RAW AND PACKAGING MATERIALS

Audit of: Receival and Verification of Raw and Packaging Materials	Auditor: Tiffani Stewart	Audit Criteria: PRP-1120 Section 4.1.1.1	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Information was found on checklist for Transportation Log-Purchasing PRP-1042 Rev #3 and Field Crop Delivery PRP-1044 Rev # 5.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECEIVAL AND VERIFICATION OF RAW AND PACKAGING MATERIALS

Audit of: Receival and Verification of Raw and Packaging Materials	Auditor: Tiffani Stewart	Audit Criteria: PRP-1120 Sec 4.1.1.2	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Field Crop delivery Form PRP 1044 Rev #5 ,number 2 on checklist.			

Evaluation:
Effectiveness:

CONFORMITY REPORTS – RECEIVAL AND VERIFICATION OF RAW AND PACKAGING MATERIALS

Audit of: Receival and Verification of Raw and Packaging Materials	Auditor: Tiffani Stewart	Audit Criteria: PRP-1120: 4.3.3	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
This procedure was explained by the Production and Quality Manager.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECEIVAL AND VERIFICATION OF RAW AND PACKAGING MATERIALS

Audit of: Receival and Verification of Raw and Packaging Materials	Auditor: Tiffani Stewart	Audit Criteria: PRP 1120 :4.1.2.2	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
This was confirmed by Carl White, Hot Pepper Inventory Clerk.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECEIVAL AND VERIFICATION OF RAW AND PACKAGING MATERIALS

Audit of: Receival and Verification of Raw and Packaging Materials	Auditor: Tiffani Stewart	Audit Criteria: PRP 1120: 4.1.2.4	Auditees: Najorie Jennings-Dawkins
<p>Audit Evidence:</p> <p>Carl White gave the following information :date, vendor's name ,address ,phone number, name of raw material, spray used , reaping information ,quantity, vehicle license number, signature on declaration statement . There is also a checklist. Field Crop Delivery PRP-1044 Rev # 4 dated August 15, 2018 was seen.</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECEIVAL AND VERIFICATION OF RAW AND PACKAGING MATERIALS

Audit of: Receival and Verification of Raw and Packaging Materials	Auditor: Tiffani Stewart	Audit Criteria: PRP 1120:4.3.1	Auditees: Najorie Jennings-Dawkins
<p>Audit Evidence:</p> <p>Quality Manager stated the following :type of raw material,lot number , organoleptic evaluation, extraneous matter, pH, acidity , brix and measurement Packaging - describe packaging material , weight, diameter, height , length , width or neck , flute. Records seen: QC-4002 Rev#2 for Brown sugar QC-4003 Rev # 2 for 5 oz bottles</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – CONTROL OF SHARP OBJECT

Audit of: Control of Sharp Object	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP 1130: 4.1.1,4.1.2	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>Based on procedure PRP 1130 the only two objects controlled were knives and broken bottles which was correctly answered by the process owner.</p>			

Evaluation:
The process owner stated that knives and broken bottles are the only sharp objects controlled
Effectiveness:

CONFORMITY REPORTS – CONTROL OF SHARP OBJECT

Audit of: Control of Sharp Object	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP 1130:4.1.1.2, 4.2.2.5	Auditees: Khamisha Williams
Audit Evidence:			
PRP 1131, Sharp Objects Control Form PRP 1132, Broken Bottles Form			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – CONTROL OF SHARP OBJECT

Audit of: Control of Sharp Object	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP1130:4.1, 4.3, 4.4	Auditees: Khamisha Williams
Audit Evidence:			
When the owner of the process was asked she responded by saying that the Quality Manager, Supervisors, Production Manager and General Manager are responsible for controlling sharp objects. This is in line with the procedure, PRP 1130, which shows that the Supervisors, Quality/ Production Manager, and General Manager are responsible for ensuring that sharp objects are controlled.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – VISITOR CONTROL

Audit of: Visitor Control	Auditor: Clayton Berry	Audit Criteria: PRP-1140:4.1.1.3	Auditees: Dianna Tomlinson
---------------------------	------------------------	----------------------------------	----------------------------

Audit Evidence:
Evaluation:
The security states that visitors are asked to present an identification and a call is also made to the office for verification.
Effectiveness:

CONFORMITY REPORTS – VISITOR CONTROL

Audit of: Visitor Control	Auditor: Clayton Berry	Audit Criteria: PRP-1140:4.2.1	Auditees: Dianna Tomlinson
Audit Evidence:			
Evaluation:			
Mrs Dianna Tomlinson explained that any visitor entering the production area is escorted by a personnel from management.			
Effectiveness:			

CONFORMITY REPORTS – VISITOR CONTROL

Audit of: Visitor Control	Auditor: Clayton Berry	Audit Criteria: PRP-1140:4.2.2	Auditees: Dianna Tomlinson
Audit Evidence:			
Visitors Agreement form Sean Maxam signed on the 23rd July 2018 Ferron Senior signed on the 25th July 2018.			
Evaluation:			
Upon interviewing Mrs. Dianna Tomlinson it was revealed that the visitors agreement form is only signed if a visitor is granted access to the inside of the facility.			
Effectiveness:			

CONFORMITY REPORTS – VISITOR CONTROL

Audit of: Visitor	Auditor: Clayton	Audit Criteria: PRP-	Auditees: Dianna
-------------------	------------------	----------------------	------------------

Control	Berry	1140:4.1.1.4-4.1.1.5	Tomlinson
Audit Evidence:			
Contractor badge - #CD3126DT, Issued 5th May 2017. Visitor badge - #1926DT, Issued 5th May 2017. Vendor badge - #VI292DT, Issued 5th May 2017.			
Evaluation:			
Neiko Robinson states that a badge is given to the visitors and he then escorts them to the office.			
Effectiveness:			

NONCONFORMITY REPORT		
Incident Identification Number: 000000.00009		
Non-Conformity Report #: 1	Auditor (s): Clayton Berry	Date: July 30, 2018
Audit of : Visitor Control	Audit Criteria: PRP-1140:4.1.1.2	
Statement of Nonconformity:		
<p>The log book the security presented revealed that six visitors entries were incomplete, the signatures, company and timeout sections were not recorded. This was not in compliance with PRP-1140:4.1.1.2</p>		
Responsible Party: Dianna Tomlinson		
Auditor Signature:		Signature:

CONFORMITY REPORTS – DESTRUCTION OF TRADEMARK ITEMS

Audit of: Destruction of Trademark Items	Auditor: Khamisha Williams	Audit Criteria: PRP-1150:4.2.2	Auditees: Clayton Berry
Audit Evidence:			
PRP-1151. Trademark Destruction Log, Revision # 0.			
Evaluation:			
Labels are destroyed when they becomes non-conforming or expired/outdated.			
Effectiveness:			

CONFORMITY REPORTS – DESTRUCTION OF TRADEMARK ITEMS

Audit of: Destruction of Trademark Items	Auditor: Khamisha Williams	Audit Criteria: PRP-1150:4.2.3	Auditees: Clayton Berry
Audit Evidence:			
Evaluation: A shredder is used which shreds the entire label, therefore the trademark is completely destroyed.			
Effectiveness:			

CONFORMITY REPORTS – DESTRUCTION OF TRADEMARK ITEMS

Audit of: Destruction of Trademark Items	Auditor: Khamisha Williams	Audit Criteria: PRP-1150:4.2.4	Auditees: Clayton Berry
Audit Evidence:			
Trademark Destruction Log, PRP-1151, Revision # 0.			
Evaluation: Clayton Berry stated in an interview that a form is in place for destruction of trademark items and records are kept. This was proven with the form number PRP-1151 Rev # 0. On the form 500 outdated Jerk Seasoning Labels and 300 expired 1 Gallon labels were destroyed.			
Effectiveness:			

CONFORMITY REPORTS – DESTRUCTION OF TRADEMARK ITEMS

Audit of: Destruction of Trademark Items	Auditor: Khamisha Williams	Audit Criteria: PRP-1150	Auditees: Clayton Berry
Audit Evidence:			
PRP-1150, Destruction of Trademark Items, Revision # 0.			
Evaluation:			

In an interview with Mrs. Tomlinson, she stated that a procedure is in place for the destruction of trademark items that shows how they are destroyed and who is responsible for destroying them.

Effectiveness:

CONFORMITY REPORTS – DESTRUCTION OF TRADEMARK ITEMS

Audit of: Destruction of Trademark Items	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005 Clause 6.2.2	Auditees: Clayton Berry
Audit Evidence:			
MS-2041, Attendance Record, Revision # 9			
Evaluation:			
The Attendance Record, MS-2041, Dated on April 30, 2018, showed that Clayton Berry who shredded labels on May 2, 2018 was trained to carry out the task.			
Effectiveness:			

CONFORMITY REPORTS – CHEMICAL CONTROL

Audit of: Chemical Control	Auditor: Oshayne Malcolm	Audit Criteria: ISO 22002-1:12.2	Auditees: Tiffani Stewart
Audit Evidence:			
PRP Programme Chemical Control Control No: PRP-1160 REVISION:0			
Evaluation:			
Based on the interview with Tiffani Stewart she stated that there is a programme in place for the control of chemicals and this was confirmed by the procedure PRP-1160			
Effectiveness:			

CONFORMITY REPORTS – CHEMICAL CONTROL

Audit of: Chemical Control	Auditor: Oshayne Malcolm	Audit Criteria: ISO 22002-1:12.2	Auditees: Tiffani Stewart
Audit Evidence:			
Approved chemical list Form No: PRP-1161 Revision #: 1			

<p>Evaluation:</p> <p>Upon questioning Tiffani Stewart she stated that there is a approved chemical list and this was proven by the PRP-1161</p>
<p>Effectiveness:</p>

CONFORMITY REPORTS – CHEMICAL CONTROL

Audit of: Chemical Control	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1160:4.2	Auditees: Tiffani Stewart
<p>Audit Evidence:</p> <p>MSDS- TECHNICAL DATA REPORT SECT-O-CIDE</p>			
<p>Evaluation:</p> <p>Tiffani Stewart state that the supplier/manufacture provide a MSDS upon request and if it is a new supplier she will request both the MSDS and a sample of the product</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – CHEMICAL CONTROL

Audit of: Chemical Control	Auditor: Oshayne Malcolm	Audit Criteria: ISO 22002-1:16.2, PRP-1160:4.4.5	Auditees: Tiffani Stewart
<p>Audit Evidence:</p> <p>Observing the chemical store room</p>			
<p>Evaluation:</p> <p>Based on observation there is a chemical store room which was stated by Tiffani Stewart and it was in an area to avoid contamination to products and raw material</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – CHEMICAL CONTROL

Audit of: Chemical Control	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1160:4.4.11	Auditees: Tiffani Stewart
<p>Audit Evidence:</p>			

Attendance Record Form No: MS-2041 REVISION #: 8 September 27 2017
<p>Evaluation:</p> <p>Based on the interview with Tiffani Stewart she stated the Everton Powell, Carl White are trained to use harmful chemical and this was confirmed by the MS-2041</p>
<p>Effectiveness:</p>

CONFORMITY REPORTS – CHEMICAL CONTROL

Audit of: Chemical Control	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1160:4.3.1	Auditees: Tiffani Stewart
<p>Audit Evidence:</p> <p>CHEMICAL CONTROL LOG Bleach Form No: PRP-1162</p>			
<p>Evaluation:</p> <p>Tiffani Stewart stated that the chemicals are controlled by storing them in a secured and only authorize person are allowed she also stated that there is a chemical control log which also tells the usage.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – PRODUCT INFORMATION/CONSUMER AWARENESS

Audit of: Product Information/Consumer Awareness	Auditor: Najorie Jennings-Dawkins	Audit Criteria: ISO 22002-1-2009: Section 17.1	Auditees:
<p>Audit Evidence:</p> <p>According to the Quality Manager there is sufficient information on the labels, such as ingredients listing, best before dates, lot numbers and a nutritional panel. This information enables customers to make informed decisions.</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – PRODUCT INFORMATION/CONSUMER AWARENESS

Audit of: Product Information/Consumer Awareness	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP 1100: 4.1.2	Auditees:
<p>Audit Evidence:</p> <p>Five bottles of sauce from the same pallet were randomly checked and they were found to have the correct lot numbers. The information printed on the bottles was : BBJULY052021 (first line)and G05M09SPCL (second line). The lot number on the boxes was check</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – PRODUCT INFORMATION/CONSUMER AWARENESS

Audit of: Product Information/Consumer Awareness	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP 1100; 4.2.1, 4.2.2, 4.2.3	Auditees:
<p>Audit Evidence:</p> <p>According to the Quality Manager, all products have been verified and the lot number recorded on a storeroom voucher form. This form was checked and 2 samples of the product were recorded.</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – PRODUCT INFORMATION/CONSUMER AWARENESS

Audit of: Product Information/Consumer Awareness	Auditor: Najorie Jennings-Dawkins	Audit Criteria: PRP 1100, section 4.1	Auditees:
<p>Audit Evidence:</p>			

The Product Development Specialist is the one responsible to ensure that the information on the labels are correct, in accordance to PRP 1100, section 4.1. This information was confirmed in an interview by the product Development Specialist.
Evaluation:
Effectiveness:

CONFORMITY REPORTS – MANAGEMENT OF ALLERGENS

Audit of: Management of Allergens	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1170: 4.0	Auditees: Tiffani Stewart
Audit Evidence:			
Labels were observed and non of the product had any allergens as raw materials. Ingredients present on the Pickapeppa Sauce Warbac label: Cane Vinegar, Onions, Sugar, Tomato Paste, Sea Salt, Peppers, Raisins, Ginger, Mango Concentrate, Cloves, Thyme, Garlic, Black Pepper and Orange Peel.			
Evaluation:			
Tiffani stated that the company does not use an allergenic raw material.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT OF ALLERGENS

Audit of: Management of Allergens	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1170: 6.2.1	Auditees: Tiffani Stewart
Audit Evidence:			
Evaluation:			
Upon interviewing Tiffani she explained that if the company should start using any allergens it would be declared on the labels.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT OF ALLERGENS

Audit of: Management of Allergens	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1170: 5.0	Auditees: Tiffani Stewart
Audit Evidence:			
Evaluation: The Food Safety Team is responsible for carrying out the risk assessment for allergens.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT OF ALLERGENS

Audit of: Management of Allergens	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1170: 7.0	Auditees: Tiffani Stewart
Audit Evidence:			
Evaluation: The inventory supervisor is responsible for receiving and storage or allergenic raw material.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT OF ALLERGENS

Audit of: Management of Allergens	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1170: 7.1.1.2- 7.1.1.4	Auditees: Tiffani Stewart
Audit Evidence:			
Evaluation: Tiffani explained that allergenic raw materials would be stored in a separate area from non-allergenic raw materials and tagged.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT OF ALLERGENS

Audit of: Management of Allergens	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1170: 8.1.1.3	Auditees: Tiffani Stewart
Audit Evidence:			
Evaluation: Tiffani Stewart stated that equipment that comes in contact with allergens must be washed and rinsed before changing over to a new product.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT OF ALLERGENS

Audit of: Management of Allergens	Auditor: Oshayne Malcolm	Audit Criteria: PRP-1170: 8.1.2.2- 8.1.2.4	Auditees: Tiffani Stewart
Audit Evidence:			
Evaluation: Tiffani stated that hand must be washed and sanitised after coming in with allergens. Allergen must be stored in a designated allergen area separate from non allergens.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005 5.2	Auditees: Dianna Tomlinson
Audit Evidence: The Pickapeppa Company Limited Policy, signed by Dircetor, Stephen Lyn Kee Chow, May 5, 2017.			
Evaluation:			

There is a food safety policy in place which states that The company is committed to a platform of growth, competent human resources, efficient Internal and external communication, measurable objectives and evaluation and review of the management system.

Effectiveness:

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2015:5.5	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>Appointment of Food Safety Team Leader, May 5, 2017. Dianna Tomlinson was pointed as Food Safety Team Leader with the following responsibilities: Manage the food safety team and organize its work. Ensure training and education are provided for the food safety team. Ensure food safety management system is established, implemented, maintained and updated. Report on the effectiveness of the food safety management system to top management.</p>			
<p>Evaluation:</p> <p>The Food Safety Team Leader, Dianna Tomlinson, stated that her responsibilities are as follows: Ensure the team carries out there responsibilities as it relates to employees following procedures. Reports to Top Management. Ensures that the team is trained.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005:5.6.1	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p>			
<p>Evaluation:</p> <p>Upon interviewing Mrs. Dianna Tomlinson it was determined that she is responsible for communicating externally with any issues concerning food safety. Some of the authorities that she communicates with are Health Department Bureau of Standard Jamaica and FDA.</p>			

Effectiveness:

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005:5.6.1	Auditees: Dianna Tomlinson
Audit Evidence: Pickapeppa Regulatory List was reviewed. One of the requirements is as follows: Licence to Operate Food Handling Facility Public Health Act- Public health (Food handling) Regulations 1998 Section 3(1)- Licence for Operating Food handling Establishment.			
Evaluation: Tiffani stated that a list of food safety requirements from regulatory authorities is available and was confirmed with viewing the list, Pickapeppa Regulatory List Rev # 0.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005:5.7	Auditees: Dianna Tomlinson
Audit Evidence: Emergency Preparedness and Response, MS-2260, Rev #0, 4.8			
Evaluation: Tiffani stated that a procedure for Emergency Preparedness and Response is in place and was observed with form # MS-2260 Rev. #0.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005: 4.2.3	Auditees: Dianna Tomlinson
---	-------------------------------	--	-------------------------------

Audit Evidence:
Quality/Environmental Management Review: Internal Audit:40 processes were audited with 8 non-conformances, 4 areas for attention and 11 opportunities for improvement. Three of the non-conformances were closed and a deadline, October 27, 2017 was set to close the others. The Analysis of the verification activities, pest trending, resources and objectives were also in the report.
Evaluation:
Dianna Tomlinson stated in an interview that there is a report for the last management review that was conducted in 2017.
Effectiveness:

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005:5.8.1	Auditees: Dianna Tomlinson
Audit Evidence:			
Management Review MS-2030, Rev #1 states that the General Manager schedules management review for once per year.			
Evaluation:			
Upon interviewing Dianna Tomlinson it was noted that Top Management reviews the organizations food safety management system at planned interval to ensure its continuing suitability, adequacy and effectiveness. This is done through Management Review which is done once per year.			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: ISO:2 2000:2005:5.8.2	Auditees: Dianna Tomlinson
Audit Evidence:			
The Pickapeppa Company, Food Safety Management Review Agenda, October 24, 2017.			
Evaluation:			

The agenda for the Management Review includes Findings of Audits, customer complaints, status of corrective actions and analysis of verification activities.

Effectiveness:

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005:5.8.3	Auditees: Dianna Tomlinson
Audit Evidence:			
Evaluation:			
Upon reviewing the management review it was noted that the output discussed are: Resource Needs and Allocations Food Safety Objective and Target Action Plan Review of Policy Recommendations for improvement			
Effectiveness:			

CONFORMITY REPORTS – MANAGEMENT RESPONSIBILITY

Audit of: Management Responsibility	Auditor: Khamisha Williams	Audit Criteria: MS-2270	Auditees: Dianna Tomlinson
Audit Evidence:			
Organizational Chart, MS-2270			
Evaluation:			
There is an organizational chart for the facility that list employees from Owners to ancillary staff and production line workers.			
Effectiveness:			

CONFORMITY REPORTS – VERIFICATION AND VALIDATION

Audit of: Verification and Validation	Auditor: Oshayne Malcolm	Audit Criteria: MS-2050: 4.1	Auditees: Khamisha Williams
Audit Evidence:			

https://fsscverificationsoftware.com/index.php/Company/performance
<p>Evaluation:</p> <p>Khamisha Williams stated that the company use a verification tool, create a checklist do there inspection, input the the information into the system and a report is generated to show conformance and non-conformance.</p>
<p>Effectiveness:</p>

CONFORMITY REPORTS – VERIFICATION AND VALIDATION

Audit of: Verification and Validation	Auditor: Oshayne Malcolm	Audit Criteria: MS-2050: 4.3.1	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>https://fsscverificationsoftware.com/index.php/Company/performance</p>			
<p>Evaluation:</p> <p>Khamisha Williams stated that the Verifier and the Process Owner are responsible for the verification process.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – VERIFICATION AND VALIDATION

Audit of: Verification and Validation	Auditor: Oshayne Malcolm	Audit Criteria: ISO 22000: 8.2	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>BSJ test report No. tesr 25/2018/4844 and No. tesr 26/2018/4842</p>			
<p>Evaluation:</p> <p>Khamisha Williams stated that the company validation is done by sending a sample of all products to a certified lab for testing and this done yearly by the BSJ. The HPS wasn't sent in because there was none in stock</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – TRACEABILITY/MOCK RECALL

Audit of: Traceability/Mock	Auditor: Clayton Berry	Audit Criteria: MS-2060:4.1.1.2	Auditees: Najorie Jennings-Dawkins
-----------------------------	------------------------	---------------------------------	------------------------------------

Recall			
Audit Evidence:			
COOKING LOG-HOT PEPPER HP-3006 YOUNG AUGUST 8TH 2018			
Evaluation:			
Carl White one of the person in charge of receiving red peppers explained that the lots number is assigns by using the surname of the vender and the date the pepper was received.			
Effectiveness:			

CONFORMITY REPORTS – TRACEABILITY/MOCK RECALL

Audit of: Traceability/Mock Recall	Auditor: Clayton Berry	Audit Criteria: MS-2060:4.1.1.4 - 4.1.1.5	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
No non-conforming raw materials were received.			
Evaluation:			
Based on interview with Oshayne Malcolm he stated that the production or quality manager would first be notified then the raw material would be stored in the non-conforming raw material storage area.			
Effectiveness:			

CONFORMITY REPORTS – TRACEABILITY/MOCK RECALL

Audit of: Traceability/Mock Recall	Auditor: Clayton Berry	Audit Criteria: MS-2060:4.3.1.3	Auditees: Najorie Jennings-Dawkins
Audit Evidence:			
Michael Nunes One pallet of pickapeppa sauce containing 200 sauces, BB AUG 14TH 2021 BNH14113			
Evaluation:			
Michael Nunes the person stationed at packaging explained that a UPC of the product is put on every carton along with the best before date and lot number.			
Effectiveness:			

CONFORMITY REPORTS – TRACEABILITY/MOCK RECALL

Audit of: Traceability/Mock Recall	Auditor: Clayton Berry	Audit Criteria: MS-2060:4.3.1.1	Auditees: Najorie Jennings-Dawkins
Audit Evidence: Videojet excel 2000 Three bottles Pickapeppa sauce, BB AUG 15 2021 H15M113PCL			
Evaluation: Observation of the inkjet printer was made it showed that the lot numbers were sprayed onto the bottles, three bottles of pickapeppa sauce was also examined and the format stated in MS-2060:4.3.1.1 was followed.			
Effectiveness:			

CONFORMITY REPORTS – TRACEABILITY/MOCK RECALL

Audit of: Traceability/Mock Recall	Auditor: Clayton Berry	Audit Criteria: MS-2060:4.4.1.1	Auditees: Najorie Jennings-Dawkins
Audit Evidence: Transportation Log-sales MS-2201 WARBAC 378			
Evaluation: Production Manager responded by saying that all finished products are traceable.			
Effectiveness:			

CONFORMITY REPORTS – RECALL/WITHDRAWAL

Audit of: Recall/Withdrawal	Auditor: Najorie Jennings-Dawkins	Audit Criteria: MS 2090	Auditees: Dianna Tomlinson
Audit Evidence: MS 2090			
Evaluation: A recall procedure exists with all the steps that need to be followed in the case of a recall.			

Effectiveness:

CONFORMITY REPORTS – RECALL/WITHDRAWAL

Audit of: Recall/Withdrawal	Auditor: Najorie Jennings-Dawkins	Audit Criteria: TBD	Auditees: Dianna Tomlinson
Audit Evidence: Based on the response from the General Manager the facility has never done a product recall. No records were available to show that a recall was done.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECALL/WITHDRAWAL

Audit of: Recall/Withdrawal	Auditor: Najorie Jennings-Dawkins	Audit Criteria: MS 2090; 4.2.4	Auditees: Dianna Tomlinson
Audit Evidence: Based on procedure MS 2090, SECTION 4.2.4, all distributors should be notified within 24 hours. This is in accordance with the response that the process owner gave.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECALL/WITHDRAWAL

Audit of: Recall/Withdrawal	Auditor: Najorie Jennings-Dawkins	Audit Criteria: MS 2090; Section 4.2.1	Auditees: Dianna Tomlinson
Audit Evidence: MS 2090; Section 4.2.1 states that the Recall coordinator is responsible for assigning responsibilities; this same response was given by the owner of the process.			
Evaluation:			

Effectiveness:

CONFORMITY REPORTS – RECALL/WITHDRAWAL

Audit of: Recall/Withdrawal	Auditor: Najorie Jennings-Dawkins	Audit Criteria: MS 2090; Section 4.3.5	Auditees: Dianna Tomlinson
Audit Evidence: The recall report would be the record to show all recalls that have been done. However, the facility has never done a recall so no such record exists.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – RECALL/WITHDRAWAL

Audit of: Recall/Withdrawal	Auditor: Najorie Jennings-Dawkins	Audit Criteria: N/A	Auditees: Dianna Tomlinson
Audit Evidence:			
Evaluation: Based on an interview with Quality Manager it was determined that a recall would take place if an incident occurs that could cause sickness or death. Such trigger could be mentioned somewhere in the procedure for future reference			
Effectiveness:			

CONFORMITY REPORTS – INTERNAL AUDIT

Audit of: Internal Audit	Auditor: Oshayne Malcolm	Audit Criteria: MS-2100:4.1.2	Auditees: Khamisha Williams
Audit Evidence:			
Evaluation: Khamisha Williams stated that internal audit of the food safety management system			

is a minimum of once per year and is done in conjunction with the verification activities.

Effectiveness:

CONFORMITY REPORTS – INTERNAL AUDIT

Audit of: Internal Audit	Auditor: Oshayne Malcolm	Audit Criteria: MS-2100:4.1.3	Auditees: Khamisha Williams
Audit Evidence:			
Evaluation: Khamisha Williams, the internal lead auditor says it is her responsibility to schedule the internal audits and they are scheduled by the processes and the requirements of the standards.			
Effectiveness:			

CONFORMITY REPORTS – INTERNAL AUDIT

Audit of: Internal Audit	Auditor: Oshayne Malcolm	Audit Criteria: MS-2100:4.1.5	Auditees: Khamisha Williams
Audit Evidence:			
Audit Executive Summary, MS-2106, Rev #0			
Evaluation: Khamisha Williams stated that a report is generated after the internal audit. Upon reviewing the report the last internal audit of the Food Safety Management System was done September 6 to October 11, 2017. It includes the summary of all Non-conformities, opportunity for improvement and areas for attention. It also includes the audit plan audit schedule, conformity and non-conformity reports.			
Effectiveness:			

CONFORMITY REPORTS – INTERNAL AUDIT

Audit of: Internal Audit	Auditor: Oshayne Malcolm	Audit Criteria: MS-2100:4.2	Auditees: Khamisha Williams
Audit Evidence:			

Evaluation:
Clayton Berry stated that his role as an internal auditor is to audit for conformity and effectiveness. He reviews the documents and records for the process being audited and documents all non-conformances and opportunities for improvement. Reviews the corrective action plan and closes non-conformance.
Effectiveness:

CONFORMITY REPORTS – INTERNAL AUDIT

Audit of: Internal Audit	Auditor: Oshayne Malcolm	Audit Criteria: MS-2100:4.2.6	Auditees: Khamisha Williams
Audit Evidence:			
Evaluation:			
Khamisha Williams stated that the auditor is responsible for verifying the effectiveness of the corrective action. The auditor would review the plan and check to ensure that all actions are being carried out.			
Effectiveness:			

CONFORMITY REPORTS – MILLING OF DRY INGREDIENTS

Audit of: Milling of Dry Ingredients	Auditor: Tiffani Stewart	Audit Criteria: MS 2110 : 5.1	Auditees:
Audit Evidence:			
Spice Mill Log - MS -2111 Rev #0			
Evaluation:			
Spice Mill Log present			
Effectiveness:			

CONFORMITY REPORTS – MILLING OF DRY INGREDIENTS

Audit of: Milling of	Auditor: Tiffani	Audit Criteria:	Auditees:
----------------------	------------------	-----------------	-----------

Dry Ingredients	Stewart	PRP-1030:4.3.3.1	
Audit Evidence:			
Bureau of Standards Stamp is affixed to scales to show that scales are calibrated and are due to be re-calibrated in September 2018.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – MILLING OF DRY INGREDIENTS

Audit of: Milling of Dry Ingredients	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000:2005 Clause 6.2.2	Auditees:
Audit Evidence:			
Interview with Khamisha Williams confirmed that workers are trained . Training record MS2041 Rev #9 dated July 31,2018.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – WEIGHING

Audit of: Weighing	Auditor: Tiffani Stewart	Audit Criteria: MS-2120: 4.2.1.1-4.2.1.5,4.2.2.1-4.2.2.4	Auditees:
Audit Evidence:			
Michael Nunes and Everton Powell were both interviewed and were knowledgeable about the topic/process they were questioned.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – WEIGHING

Audit of: Weighing	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000:2005 Clause 6.2.2	Auditees:
<p>Audit Evidence:</p> <p>Training record MS-2041 Rev#8 dated September 25,2017 was the most recent record seen. Weighing is on the training schedule for 2018.</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – DICING

Audit of: Dicing	Auditor: Tiffani Stewart	Audit Criteria: MS-2 130:4.1.1.1-4.1.1.6	Auditees:
<p>Audit Evidence:</p> <p>Carl White explained the dicing process which is in line with procedure MS-2130</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – DICING

Audit of: Dicing	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000:2005 Clause 6.2.2	Auditees:
<p>Audit Evidence:</p> <p>Document MS-2041 Rev #8 dated September 2017 was when the last training was done .Training for the dicing process is on the schedule for 2018.</p>			
<p>Evaluation:</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – PRESERVED PEPPERS

Audit of: Preserved Peppers	Auditor: Clayton Berry	Audit Criteria: MS-2150:4.1.1	Auditees: Carl White
Audit Evidence:			
Evaluation:			
Carl White stated that the peppers are inspected and sorted. They are then washed, sanitized in bleach solution and then rinsed.			
Effectiveness:			

CONFORMITY REPORTS – PRESERVED PEPPERS

Audit of: Preserved Peppers	Auditor: Clayton Berry	Audit Criteria: MS-2150:4.1.7	Auditees: Carl White
Audit Evidence:			
Evaluation:			
Carl White stated that 5% of the weight of the pepper of salt is used for preservation.			
Effectiveness:			

CONFORMITY REPORTS – PRESERVED PEPPERS

Audit of: Preserved Peppers	Auditor: Clayton Berry	Audit Criteria: MS-2150:4.1.8	Auditees: Carl White
Audit Evidence:			
Cooking Log - Hot Pepper (Kettle), HP-3005, Rev # 2 Cooking Log - Hot Pepper (Stove), HP-3006, Rev # 6			
Evaluation:			
Carl White stated that when peppers are cooked in the kettle for preservation they are cooked for 10 mins at 85 °C but when they are cooked on the stove they are cooked for 20 mins at 85 °C.			
Effectiveness:			

CONFORMITY REPORTS – PRESERVED PEPPERS

Audit of: Preserved Peppers	Auditor: Clayton Berry	Audit Criteria: MS-2150:4.1.10	Auditees: Carl White
Audit Evidence:			
Evaluation:			
Carl White stated that the plastic drums used for preserving the peppers are washed, rinsed and steamed.			
Effectiveness:			

CONFORMITY REPORTS – PRESERVED PEPPERS

Audit of: Preserved Peppers	Auditor: Clayton Berry	Audit Criteria: MS-2150:4.1.12	Auditees: Carl White
Audit Evidence:			
Evaluation:			
Upon interviewing Carl White he stated that 5 gallons of 10 percent vinegar is used in the preservation of the peppers.			
Effectiveness:			

CONFORMITY REPORTS – EXTRACTION OF PICKAPEPPA SAUCE

Audit of: Extraction of Pickapeppa Sauce	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005 Clause 6.2.2	Auditees: Everton Powell
Audit Evidence:			
Attendance Record, MS-2041, Rev #9, July 13, 2018.			
Evaluation:			
The Attendance Record showed that the auditee, Everton Powell, who operates the extractor had a refresher training on July 13, 2018.			
Effectiveness:			

CONFORMITY REPORTS – EXTRACTION OF PICKAPEPPA SAUCE

Audit of: Extraction of Pickapeppa Sauce	Auditor: Khamisha Williams	Audit Criteria: MS-2160:4.1.3	Auditees: Everton Powell
Audit Evidence:			
Evaluation:			
The production supervisor stated that the barrels are steamed and rinsed before the contents are removed.			
Effectiveness:			

CONFORMITY REPORTS – EXTRACTION OF PICKAPEPPA SAUCE

Audit of: Extraction of Pickapeppa Sauce	Auditor: Khamisha Williams	Audit Criteria: MS-2160:4.2.3	Auditees: Everton Powell
Audit Evidence:			
Mixing of Extracted PPS and Tomato Form MS 2081 Rev #1			
Evaluation:			
July 3 2018 6 barrels milled 616 620 621622 623 624 625, 626, 627			
Effectiveness:			

CONFORMITY REPORTS – EXTRACTION OF PICKAPEPPA SAUCE

Audit of: Extraction of Pickapeppa Sauce	Auditor: Khamisha Williams	Audit Criteria: MS-2160:4.2.2	Auditees: Everton Powell
Audit Evidence:			
Production supervisor confirmed that the sauce is pumped through stainless pipes as stated in the procedure, MS-2160.			
Evaluation:			
The extracted sauce is pumped from the extractor through stainless steel pipes to the kettle.			
Effectiveness:			

NONCONFORMITY REPORT

Incident Identification Number: 000000.00010		
Non-Conformity Report #: 1	Auditor (s): Khamisha Williams	Date: August 2, 2018
Audit of : Extraction of Pickapeppa Sauce	Audit Criteria: MS-2160:4.1.1	
<p>Statement of Nonconformity:</p> <p>The production supervisor, Everton Powell, stated that barrels are selected base on the number and production date on the label. One set of barrels was not selected based on the numbers on the labels. This is not in accordance with MS-2160:4.1.1 which states that "Selects aged sauce in barrels based on manufactured date, under the directives of the Production Supervisor." First In First Out was not practiced.</p> <p>Responsible Party: Najorie Jennings-Dawkins</p>		
Auditor Signature:		Signature:

CONFORMITY REPORTS – PROCESSING OF HOT PEPPER SAUCE

Audit of: Processing of Hot Pepper Sauce	Auditor: Oshayne Malcolm	Audit Criteria: MS-2170: 4.1.2	Auditees: Everton Powell
Audit Evidence:			
Evaluation:			
Carl White stated that the barrels are selected based on the labels which have barrel number and production date.			
Effectiveness:			

CONFORMITY REPORTS – PROCESSING OF HOT PEPPER SAUCE

Audit of: Processing of Hot Pepper Sauce	Auditor: Oshayne Malcolm	Audit Criteria: MS-2170: 4.3.1	Auditees: Everton Powell
Audit Evidence:			
Lab Analysis-Processing of Hot Pepper Sauce, QC-5001b. The last Hot Pepper was processed on December 20, 2017.			
Evaluation:			

Khamisha Williams stated that the tests carried out on the hot pepper sauce are Yeast,, Acidity, pH, Brix, Sensory Evaluation, Extraneous Matter, Howard Mould Count and Viscosity.

Effectiveness:

CONFORMITY REPORTS – PROCESSING OF HOT PEPPER SAUCE

Audit of: Processing of Hot Pepper Sauce	Auditor: Oshayne Malcolm	Audit Criteria: MS-2170: 4.1.3	Auditees: Everton Powell
Audit Evidence:			
Mixing of Hot Pepper Sauce Form, MS-2171, rev #2. Barrels aused of December 20, 2017 are 114, 29, 23, 132-135, 137, 138.			
Evaluation:			
Carl White Barrels numbers are recorded on the Mixing of Hot Pepper Sauce Form.			
Effectiveness:			

CONFORMITY REPORTS – PROCESSING OF HOT PEPPER SAUCE

Audit of: Processing of Hot Pepper Sauce	Auditor: Oshayne Malcolm	Audit Criteria: MS-2170: 4.1	Auditees: Everton Powell
Audit Evidence:			
Evaluation:			
Carlos White stated that he and the production supervisor are responsible for selecting the barrels to be used in the hot pepper sauce process.			
Effectiveness:			

CONFORMITY REPORTS – PROCESSING OF HOT PEPPER SAUCE

Audit of: Processing of Hot Pepper Sauce	Auditor: Oshayne Malcolm	Audit Criteria: MS-2170: 4.3.2	Auditees: Everton Powell
Audit Evidence:			
Lab Analysis-Pickapeppa Hot Pepper Sauce, HP-5001b, Rev #2. On December 20, 2018, tests results for lot lot 7: pH-3.15, Acidity-2.87, Organoleptic Evaluation-good,			

XM-Nil, Brix-23.8, Viscosity-13.5 cm, Howard Mold Count-0 Lab Analysis-Yeast Test, QC-4001g, Rev #0 Yeast-negative

Evaluation:

Khamisha Williams stated that the results of the Hot Pepper Sauce is recorded on the Lab Analysis-Pickapeppa Hot Pepper Sauce.

Effectiveness:

CONFORMITY REPORTS – PROCESSING OF HOT PEPPER SAUCE

Audit of: Processing of Hot Pepper Sauce	Auditor: Oshayne Malcolm	Audit Criteria: MS-2170: 4.1-4.1.6	Auditees: Everton Powell
Audit Evidence:			
Evaluation:			
Carl White explained that the barrels are selected, rinsed and steamed. The barrel head is removed and context mixed. The liquid is extracted into the homogeniser. All the other ingredients are added to the homogeniser and mixed for 20 mins. Sample is taken to the laboratory for testing.			
Effectiveness:			

CONFORMITY REPORTS – PROCESSING OF HOT PEPPER SAUCE

Audit of: Processing of Hot Pepper Sauce	Auditor: Oshayne Malcolm	Audit Criteria: N/A	Auditees: Everton Powell
Audit Evidence:			
Mixing of Hot Pepper Sauce Form, MS2171, Rev #2. Hot Pepper was processed on December 20, 2017 with the list of ingredients used and the quantity.			
Evaluation:			
Carl white stated that a checklist with the quantity of raw material is provided which is used to weigh the correct quantity.			
Effectiveness:			

CONFORMITY REPORTS – MIXING OF PICKAPEPPA SAUCE AND

TOMATO MIXTURE

Audit of: Mixing of Pickapeppa Sauce and Tomato Mixture	Auditor: Khamisha Williams	Audit Criteria: MS-2180:4.1.2	Auditees: Everton Powell
Audit Evidence:			
Mixing of Extracted PPS and Tomato form MS-2081, Rev #1.			
Evaluation:			
Joseph Richards confirmed that there is a form for recording the Mixing of Extracted PPS and Tomato Mixture, namely, Mixing of Extracted PPS and Tomato form.			
Effectiveness:			

CONFORMITY REPORTS – MIXING OF PICKAPEPPA SAUCE AND TOMATO MIXTURE

Audit of: Mixing of Pickapeppa Sauce and Tomato Mixture	Auditor: Khamisha Williams	Audit Criteria: MS-2180:4.1.1	Auditees: Everton Powell
Audit Evidence:			
Interview with the supervisor confirms that the extracted sauce and tomato mixture is mixed in the kettle.			
Evaluation:			
The mixing of Extracted Pickapeppa and Tomato Mixture is done in the kettle.			
Effectiveness:			

CONFORMITY REPORTS – MIXING OF PICKAPEPPA SAUCE AND TOMATO MIXTURE

Audit of: Mixing of Pickapeppa Sauce and Tomato Mixture	Auditor: Khamisha Williams	Audit Criteria: MS-2180:4.1.3	Auditees: Everton Powell
Audit Evidence:			
Evaluation:			
After the mixing for no contamination			

Effectiveness:

CONFORMITY REPORTS – MIXING OF PICKAPEPPA SAUCE AND TOMATO MIXTURE

Audit of: Mixing of Pickapeppa Sauce and Tomato Mixture	Auditor: Khamisha Williams	Audit Criteria: MS-2180:4.1.4	Auditees: Everton Powell
Audit Evidence:			
Evaluation:			
The production supervisor stated that the mixture is mixed for at least half an hour.			
Effectiveness:			

CONFORMITY REPORTS – MIXING OF PICKAPEPPA SAUCE AND TOMATO MIXTURE

Audit of: Mixing of Pickapeppa Sauce and Tomato Mixture	Auditor: Khamisha Williams	Audit Criteria: MS-2180:4.2.2	Auditees: Everton Powell
Audit Evidence:			
Final Product Sample, QC-4007, Rev #5.			
Evaluation:			
Carl White stated that the form, Final Product Sample, is used to record the sampling of Pickapeppa Sauce.			
Effectiveness:			

CONFORMITY REPORTS – MIXING OF PICKAPEPPA SAUCE AND TOMATO MIXTURE

Audit of: Mixing of Pickapeppa Sauce and Tomato Mixture	Auditor: Khamisha Williams	Audit Criteria: MS-2180:4.2.3	Auditees: Everton Powell
Audit Evidence:			

Evaluation:
The supervisor, Everton Powell, stated that he is responsible for informing the Bottling team when the sauce is ready to be bottled.
Effectiveness:

CONFORMITY REPORTS – MIXING OF PICKAPEPPA SAUCE AND TOMATO MIXTURE

Audit of: Mixing of Pickapeppa Sauce and Tomato Mixture	Auditor: Khamisha Williams	Audit Criteria: MS-2180:4.3.1	Auditees: Everton Powell
Audit Evidence:			
Lab Analysis-Pickapeppa Sauce, QC-5001a Revision #2, shows that the tests done on the sauce are pH, Acidity, Organoleptic Evaluation, Extraneous Matter, Brix, Viscosity and Howard Mold Count. Lab Analysis - Yeast Test, QC-4001g, Rev #0, showed that Yeast test were done.			
Evaluation:			
Tiffani Stewart stated that the tests carried out on the sauce are pH, Acidity Brix, Viscosity, Extraneous Matter, Sensory Evaluation, Mold and Yeast.			
Effectiveness:			

CONFORMITY REPORTS – MIXING OF PICKAPEPPA SAUCE AND TOMATO MIXTURE

Audit of: Mixing of Pickapeppa Sauce and Tomato Mixture	Auditor: Khamisha Williams	Audit Criteria: MS-2180:4.3.2	Auditees: Everton Powell
Audit Evidence:			
Lab Analysis-Pickapeppa Sauce, QC-5001a Revision #2, shows that the tests done on the sauce are pH, Acidity, Organoleptic Evaluation, Extraneous Matter, Brix, Viscosity and Howard Mold Count. Lab Analysis - Yeast Test, QC-4001g, Rev #0, showed that Yeast tests are done.			
Evaluation:			
Tiffani Stewart stated that the test results of the Pickapeppa Sauce are recorded on			

the lab analysis forms.

Effectiveness:

NONCONFORMITY REPORT

Incident Identification Number: 000000.00011

Non-Conformity Report #: 1	Auditor (s): Khamisha Williams	Date: July 31, 2018
Audit of : Mixing of Pickapeppa Sauce and Tomato Mixture	Audit Criteria: ISO 22000:2005 Clause 6.2.2	
Statement of Nonconformity: Interview with Tiffani Stewart showed that Joseph Richards is involved in the Mixing of Pickapeppa Sauce and Tomato Mixture and he was not trained. This is contrary to ISO 22000:2005 clause which states "ensure that responsible personnel are trained". Responsible Party: Najorie Jennings-Dawkins		
Auditor Signature:		Signature:

CONFORMITY REPORTS – PACKING LIST

Audit of: Packing List	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000:6.2.2	Auditees: Clayton Berry
Audit Evidence: Attendance Record for Training MS-2041 version 9 , dated July 2,2018			
Evaluation: Interview with Production Manager confirmed that workers are trained to calculate the packing list.			
Effectiveness:			

CONFORMITY REPORTS – PACKING LIST

Audit of: Packing List	Auditor: Tiffani Stewart	Audit Criteria: MS 2190:5.3.1	Auditees: Clayton Berry
Audit Evidence:			

MS 2191 version 3 dated July 19,2018
Evaluation:
Interview with the Process Owner/Production Manager - Najorie Dawkins proved that she is responsible for verifying the packing list.
Effectiveness:

CONFORMITY REPORTS – PACKING LIST

Audit of: Packing List	Auditor: Tiffani Stewart	Audit Criteria: MS 2190:5.1.1.1-5.1.1.5	Auditees: Clayton Berry
Audit Evidence:			
Interview with the Bottling Plant Supervisor showed that he was knowledgeable about calculating the packing list.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – PACKING LIST

Audit of: Packing List	Auditor: Tiffani Stewart	Audit Criteria: ISO22000:4.2.3	Auditees: Clayton Berry
Audit Evidence:			
MS 2191 Version 3 dated June 22nd and July 19th, 2018 .			
Evaluation:			
Records were seen for packing list.			
Effectiveness:			

CONFORMITY REPORTS – SHIPPING

Audit of: Shipping	Auditor: Tiffani Stewart	Audit Criteria: ISO 22002-1:2009:16.3	Auditees: Dianna Tomlinson
Audit Evidence:			

There is a checklist on the Transportation Sales Form MS-2201 Rev #3 that captures this information.

Evaluation:

Effectiveness:

CONFORMITY REPORTS – SHIPPING

Audit of: Shipping	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000:6.2.2	Auditees: Dianna Tomlinson
Audit Evidence:			
Training attendance record MS 2041 Rev # 9 dated July 2,2018			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – SHIPPING

Audit of: Shipping	Auditor: Tiffani Stewart	Audit Criteria: MS-2200: 4.1.2.5	Auditees: Dianna Tomlinson
Audit Evidence:			
Bottling Plant Supervisor confirmed information on form MS 2201 Rev #3.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – SHIPPING

Audit of: Shipping	Auditor: Tiffani Stewart	Audit Criteria: MS-2200: 4.1.4.1	Auditees: Dianna Tomlinson
Audit Evidence:			
Khamisha Williams the QC Manager showed me a copy of the most recent COA sent out dated July 18, 2018 document QC 4015 Rev # 7.			

Evaluation:
Effectiveness:

CONFORMITY REPORTS – SHIPPING

Audit of: Shipping	Auditor: Tiffani Stewart	Audit Criteria: MS-2200:5.2,5.3,5.4	Auditees: Dianna Tomlinson
Audit Evidence: Transportation Log -Sales MS-2201 Rev# 3 Certificate of Excellence MS 2202 Rev # 2 Packing List MS-2191 Rev # 3 Delivery Book Police /Customs Contact Certificate			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – NON-CONFORMING RAW MATERIALS AND FINISHED PRODUCTS

Audit of: Non-conforming Raw Materials and Finished Products	Auditor: Tiffani Stewart	Audit Criteria: MS-2070: 4.1.1.1-4.1.1.2	Auditees: Khamisha Williams
Audit Evidence: Khamisha Williams states that Non-conforming Raw Materials are stored in the designated area , the vendor is contacted and informed of the non-conformance . They will advice us on what action to take -whether to dispose or return.Information is recorded on the Non-Conforming Raw Material/Product Report.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – NON-CONFORMING RAW MATERIALS

AND FINISHED PRODUCTS

Audit of: Non-conforming Raw Materials and Finished Products	Auditor: Tiffani Stewart	Audit Criteria: MS-2070:4.2.1.1-4.2.1.2	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>Production manager states that Non-conforming cooked tomato mixture/ vinegar is disposed of by adding water to the non-conforming mixture and releasing it in the drain.</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – NON-CONFORMING RAW MATERIALS AND FINISHED PRODUCTS

Audit of: Non-conforming Raw Materials and Finished Products	Auditor: Tiffani Stewart	Audit Criteria: MS-2070:4.1.1.2, 4.3.1.2	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>Khamisha Williams says that there is a designated area for both raw materials and finished products. Both areas were identified .</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – CORRECTION AND CORRECTIVE ACTION

Audit of: Correction and Corrective Action	Auditor: Najorie Jennings-Dawkins	Audit Criteria: MS 2080, Section 4.2.2, 4.4.2	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>According to the Quality Manager, if a non conformance is picked up during the receipt of raw materials or other incoming items they are logged on the Transportation Log Form, PRP 1042 and the Non Conformance Report. If the</p>			

nonconformity is with finished products they are logged on the Non-Conformance Report.
Evaluation:
Effectiveness:

CONFORMITY REPORTS – CORRECTION AND CORRECTIVE ACTION

Audit of: Correction and Corrective Action	Auditor: Najorie Jennings-Dawkins	Audit Criteria: MS 2080, Section 4.5.3	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>When asked this question it was stated by the Quality Manager that the General Manager is responsible for allocating resources to handle non conformances. This is in accordance with MS 2080, section 4.5.3 which states that the General Manager "Allocates company's resources to ensure that all corrections and corrective actions are carried out."</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – TRAINING

Audit of: Training	Auditor: Clayton Berry	Audit Criteria: MS-2040:4.1.1	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>Attendance Record, MS-2041, Rev #9 dated August 20, 2018 where Kedine Hanson was trained in Food Defense and Visitor Control. On May 7, 2018 Dayna Harrison was trained on Personnel Hygiene, Waste Disposal and Food Defense.</p>			
Evaluation:			
<p>After reviewing the training records it was determined and confirmed by Khamisha Williams that Mrs. Tomlinson is responsible for training.</p>			
Effectiveness:			

CONFORMITY REPORTS – TRAINING

Audit of: Training	Auditor: Clayton Berry	Audit Criteria: MS-2040:4.1.4	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>Training Schedule, MS-2043, Rev #6 Has a list of all areas for training and the month for training. Visitors control and Extraction of Pickapeppa Sauce were schedule for July and they were conducted July 24 and 13 respectively.</p>			
<p>Evaluation:</p> <p>Tiffani Stewart stated that a training schedule is in place for all refresher training and training needs assessment.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – TRAINING

Audit of: Training	Auditor: Clayton Berry	Audit Criteria: MS-2040:4.2.1.1.3	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p>			
<p>Evaluation:</p> <p>Khamisha Williams stated that that training needs assessment is triggered customer complaint or non-conformances from verification, internal audit, RAP process or inspections.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – TRAINING

Audit of: Training	Auditor: Clayton Berry	Audit Criteria: MS-2040:4.2.2	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>Attendance Record MS-2041, REv #9, Shows that on August 21, 2018, the New Employees Kedine Hanson was trained by his supervisor Clayton Berry in the Peeling and Bottling Process and the processes were evaluated by demonstration.</p>			
<p>Evaluation:</p> <p>Khamisha Williams stated that new employees are assigned to the work area to observe the task that will be assigned. The new employees then carries out the task</p>			

with the competent person and then finally performing the task by himself or herself under observation. The new employee is then assessed.

Effectiveness:

CONFORMITY REPORTS – TRAINING

Audit of: Training	Auditor: Clayton Berry	Audit Criteria: MS-2040:4.2.8.1	Auditees: Dianna Tomlinson
Audit Evidence:			
Evaluation:			
I was informed by Khamisha Williams that refresher trainings are done on an annual basis.			
Effectiveness:			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.1.1.4	Auditees: Everton Powell
Audit Evidence:			
Cooking Log -Onions, Hp-3002, Rev #7. It was observed that on August 10,,2018, the temperature was taken and recorded for the 36 pots that were on the stove. Temperature taken was within the specified range of 90 - 112 oC.			
Evaluation:			
Observation was made of onion temperature taken during the cooking process.			
Effectiveness:			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.1.1.9	Auditees: Everton Powell
Audit Evidence:			
Onion Formulation Log, MS-2121, Rev #3			
Evaluation:			

Oshayne Malcolm stated that the lot number and quantity of raw materials used in the cooking of the onions are recorded on the Onion Formulation Log.

Effectiveness:

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.1.3.1	Auditees: Everton Powell
Audit Evidence:			
Vinegar Acidity Log, HP-3001, Rev #5. On July 12, 2018, Vinegar with acidity 8.5% was diluted to make onion vinegar 4.5% .			
Evaluation:			
Colin Green, the vinegar operator, stated in an interview that the laboratory personnel is responsible for verifying the vinegar percentage/concentration.			
Effectiveness:			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.1.3.3	Auditees: Everton Powell
Audit Evidence:			
Barrels in the warehouse were observed with name of product, Date and barrel number. Barrel 631-633 were observed to be Pickapeppa Barrels that were cooked on February 7, 2018.			
Evaluation:			
Tiffani Stewart stated that the barrels are labels with product name, cooking date and barrel number.			
Effectiveness:			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.1.3.2	Auditees: Everton Powell
Audit Evidence:			

Steaming of Barrels, QC-4014, Rev #1 showed that on July 31, 2018 Barrel 717 to 722 were checked for extraneous matter by Tiffani Stewart.

Evaluation:

Tiffani Stewart stated in an interview that the water from the barrels are checked for extraneous matter and recorded on Steaming of Barrels form.

Effectiveness:

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.2.1.4	Auditees: Everton Powell
Audit Evidence:			
Cooking Log-Hot Pepper (Kettle) , HP-3005, Rev #2. On March 29, 2018, Red Peppers with lot number Ebanks 28-03-18. Three drums were observed in storage.			
Evaluation:			
Carl White stated that the peppers used in the mango sauces are cooked for 10 minutes in the kettle when the temperature reaches 90 °C.			
Effectiveness:			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.2.1.7	Auditees: Everton Powell
Audit Evidence:			
Cooking Log-Mango Sauce, HP-3004, Rev. #6. On July 5, 2018, Spicy Mango Sauce, G05M09S was cooked for 20 mins at 90 °C and final cooking temperature of 99.3 °C.			
Evaluation:			
The supervisor, Everton Powell, stated in an interview that the mango sauces are cooked for 20 mins after the temperature reaches 90 °C.			
Effectiveness:			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.2.2.1 - 4.2.2.2	Auditees: Everton Powell
<p>Audit Evidence:</p> <p>Mango Sauce Production Form (400 Gal), HP 3020a, Rev #2. Only July 5, 18, Spicy Mango Sauce was cooked and the lot number and quantity was recorded for all raw materials. Cooking Log-Mango Sauce, HP-3004, Rev #6, On July 5,18 Spicy mango sauce was cooked.</p>			
<p>Evaluation:</p> <p>Everton Powell stated that the lot number and quantity for the raw materials are recorded for each lot of mango cooked. The temperature and processing time for the mango sauces are also recorded.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.3.1.4 - 4.3.1.6	Auditees: Everton Powell
<p>Audit Evidence:</p> <p>Water from Tomato Tank, QC-4017, Rev #0 was observed and on August 8 2018 water from tank #3 was tested for extraneous matter.</p>			
<p>Evaluation:</p> <p>Terrence Palmer confirmed that the holding tank is washed with soap, sanitized with bleach, steamed and rinsed. The final rinsing water is taken to the lab for testing.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.3.1.3	Auditees: Everton Powell
<p>Audit Evidence:</p> <p>Cooking Log-Tomato Mixture, HP-3003, Rev #6. On June 29, 2018 Tomato was cooked for 15 minutes at starting temperature 90°C.</p>			
<p>Evaluation:</p>			

Joseph Richards stated that the Tomato Mixture is cooked for 15 minutes after the temperature reaches 90°C.

Effectiveness:

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.3.2.1 - 4.3.2.2	Auditees: Everton Powell
<p>Audit Evidence:</p> <p>TVSM Production Form, HP 3010, Rev #3 records the raw materials quantity and lot number. Cooking Log-Tomato Mixture, HP-3003, Rev #6 records the cooking time and temperature.</p>			
<p>Evaluation:</p> <p>Joseph Richards stated that for the tomato mixture the forms are the TVSM production form which records the raw materials quantity and lot number and the Cooking Log-Tomato Mixture which records the cooking time and temperature.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: HP-3080:4.4	Auditees: Everton Powell
<p>Audit Evidence:</p> <p>HP-3080:4.4 Cooking Log-Hot Pepper (Kettle), HP3006</p>			
<p>Evaluation:</p> <p>Carl White stated that the peppers are diced and placed in clean pots. The water and sugar are added with continuous stirring. When it starts to boil the temperature is taken half an hour later. The temperature range is 85°C to 112°C.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking	Auditor: Khamisha	Audit Criteria:	Auditees: Everton
-------------------	-------------------	-----------------	-------------------

(OPRP - 1)	Williams	HP-3080:4.5.1.4	Powell
Audit Evidence:			
Cooking Log-Hot Pepper (Kettle) - HP-3005			
Evaluation:			
Carl White stated that peppers are cooked in the kettle for 45 minutes with constant stirring at start temperature 85°C.			
Effectiveness:			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005 Clause 6.2.2	Auditees: Everton Powell
Audit Evidence:			
Attendance Record, MS-2041, Rev #9, cooking of Pickapeppa Sauce and Mango Sauces.			
Evaluation:			
The employees that were interviewed, namely, Everton Powell, Carl White, Terrance Palmer, Clayton Berry, Oshayne Malcolm and Joseph Richards are trained to carry out the cooking processes that they are involved in.			
Effectiveness:			

CONFORMITY REPORTS – COOKING (OPRP - 1)

Audit of: Cooking (OPRP - 1)	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:2005:7.5	Auditees: Everton Powell
Audit Evidence:			
OPRP and HACCP Plan, HP-3100, Rev #8. For the Mango Sauces: Cooking time is 20 mins at temperature 90 - 110 °C. Product is processed in the kettle and monitored by the supervisor or a functional employee. Correction/Corrective Action is to extend the cooking time or dispose and the records kept and the Coking Log Mango Sauces and Production Form-Mango Sauces.			
Evaluation:			
Tiffani stated that there is an OPRP plan for the cooking of all the products. It includes the control measures (time and temperature control), monitoring procedures,			

correction and corrective action and records.

Effectiveness:

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3090: 4.1.1.1-4.1.1.7	Auditees: Clayton Berry
Audit Evidence: Rajii Senior -Sauce is pumped into the holding tank, compressor is turned on and sauce is turned down. Bottles are loaded on packing table and are visually inspected for breakage and splinters . They are then channeled to the rotary filler and then filled.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3090:4.1.1.1-4.1.1.6	Auditees: Clayton Berry
Audit Evidence:			
Evaluation: Oshanyne Maicolm explained that sauce in the holding tank is turn down , simplex line is loaded with bottles and then bottles are filled .			
Effectiveness:			

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3900:4.1.2.5-4.1.2.6	Auditees: Clayton Berry
Audit Evidence:			

Rajii Senior-After filling ,the resin cap is affixed to the bottles .
Evaluation:
Effectiveness:

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3090: 4.2.1.2-4.2.1.3	Auditees: Clayton Berry
Audit Evidence:			
Oshayne Malcom states that after bottles are filled they are then capped .			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3090: 4.1.1.9	Auditees: Clayton Berry
Audit Evidence:			
Domain Virgin stated that bottles are removed from the packing table and relabelled.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3090:4.1.2.2	Auditees: Clayton Berry
Audit Evidence:			
Michael Nunes stated that the code for the inkjet is inputted by a Functional Employee and verified by a Supervisor			

Evaluation:
Effectiveness:

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3090:4.1.2.10	Auditees: Clayton Berry
Audit Evidence: Georgette Clarke stated that the first line printed on the bottle has BB , the month , day and expiry year. The second line has the month, day, and year the sauce was bottled , the lot number and PCL at the end to represent Pickapeppa Company Limited.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3090:4.1.1.10	Auditees: Clayton Berry
Audit Evidence: Mark Nunes stated that after UPC is applied to the cartons , the batch numbers and best before dates are stamped onto the cartons . Information that was stamped onto cartons: BB AUG 28, 2021 BN H28M114			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3009	Auditees: Clayton Berry
Audit Evidence:			

Clayton Berry stated that the date , products, product lot number, notes, unit, reviewed by ,and review date are information on the finished product form. Document HP 3009 version 2 was seen.

Evaluation:

Effectiveness:

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: ISO22000:2005: 6.2.2	Auditees: Clayton Berry
Audit Evidence:			
Attendance Record MS -2041 Rev # 9 dated March 8, 2018			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – BOTTLING FILLING - (OPRP - 2)

Audit of: Bottling Filling - (OPRP - 2)	Auditor: Tiffani Stewart	Audit Criteria: HP-3090:4.1.2.9	Auditees: Clayton Berry
Audit Evidence:			
Oshayne Malcolm states that bottles that are already capped goes through the labeler where the body and neck labels are secured .Tamper seals are cut and placed on caps.Bottles are then coded using an inkjet printer. They then go through a heating tunnel where tamper evident seals are affixed to the cap.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3070	Auditees: Khamisha Williams
Audit Evidence:			
On viewing document HP 3070 Hazard Analysis and OPRP determination -it was confirmed that hazard analysis is done on raw materials and at the process steps.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3000-3090	Auditees: Khamisha Williams
Audit Evidence:			
Khamisha Williams stated that A hACCP programme is in place as there are no ccp's.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3000-3090	Auditees: Khamisha Williams
Audit Evidence:			
Quality Manager stated that the HACCP programme contains the following : HACCP scope , product description, intended use Product Ingredients+ Incoming materials Process Flow Chart and Process Flow Description Plant Schematic Biological, Chemical and Physical Hazards Hazard Analysis and OPRP-CCP Determination OPRP + HACCP PLAN			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3000	Auditees: Khamisha Williams
Audit Evidence:			
How the product is to be used is stated in document, HP3000 Rev#9.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3020	Auditees: Khamisha Williams
Audit Evidence:			
Yes there is a flow chart HP 3020 Rev# 8.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000:7.3.2	Auditees: Khamisha Williams
Audit Evidence:			
Dianna Tomlinson the General Manager/ Food Safety Team Leader said that there is a Food Safety Team whose role is to : Be knowledgeable in developing food safety management system as it relates to our food safety policy.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3070	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>Khamisha Williams stated that yes there are acceptable levels determined for hazards identified this was seen in document HP-3070.</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3080	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>Quality Manager stated that two OPRPs are present .Cooking and Filling.</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3100	Auditees: Khamisha Williams
<p>Audit Evidence:</p> <p>Document HP 3100 (OPRP PLAN) was seen which outlined the process step, control measure, target, monitoring procedure, correction/ corrective action , records and where these records are stored.</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3100	Auditees: Khamisha Williams
Audit Evidence: Quality Manager stated that the time and temperature are recorded for Cooking (OPRP 1) Initial and Final filling temperature and sterilization time are recorded for Bottling (OPRP 2)			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3002-HP 3007	Auditees: Khamisha Williams
Audit Evidence:			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: HP 3100	Auditees: Khamisha Williams
Audit Evidence: Khamisha Williams stated that there has never been any deviations from the OPRP plan but if it occurs as stated in the OPRP plan (HP 3100) corrections and corrective actions will be taken .			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – HACCP PROGRAMME

Audit of: HACCP Programme	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000: 7.4.1.2-7.4.2.3	Auditees: Khamisha Williams
Audit Evidence:			
HP-3070			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – LAB ANALYSIS

Audit of: Lab Analysis	Auditor: Najorie Jennings-Dawkins	Audit Criteria: TBD	Auditees: Tiffani Stewart
Audit Evidence:			
Evaluation:			
<p>The owner of the process revealed that there are two sets of references used as a benchmark for ensuring results fall into range: 1. Internal references which are based on history and acceptable levels. These internal references are used for sensory analysis. 2.External References</p>			
Effectiveness:			

CONFORMITY REPORTS – LAB ANALYSIS

Audit of: Lab Analysis	Auditor: Najorie Jennings-Dawkins	Audit Criteria: Quality Control Laboratory Manual; QC 4000	Auditees: Tiffani Stewart
Audit Evidence:			
The form, Lab Analysis- Pickapeppa Gingery Mango QC 5001c			
Evaluation:			
<p>The process owner gave the list of the various tests done. The form, Lab Analysis-Pickapeppa Gingery Mango QC 5001c confirmed the answer : Tests done were : Extraneous Matter, pH, acidity, Howard Mould Count, Yeast, Brix. Viscosity and</p>			

Sensory Evaluation
Effectiveness:

CONFORMITY REPORTS – LAB ANALYSIS

Audit of: Lab Analysis	Auditor: Najorie Jennings-Dawkins	Audit Criteria: Quality Control Laboratory Manual; QC 4000	Auditees: Tiffani Stewart
Audit Evidence:			
Form- Lab Analysis			
Evaluation:			
All results done in the lab such as Extraneous matter, pH, Acidity, Howard Mould Count, Brix, Viscosity and Sensory Evaluation are done instantly once the product is ready. The results from the yeast test are obtained 5 days after tests are done.			
Effectiveness:			

CONFORMITY REPORTS – LAB ANALYSIS

Audit of: Lab Analysis	Auditor: Najorie Jennings-Dawkins	Audit Criteria: TBD	Auditees: Tiffani Stewart
Audit Evidence:			
The Laboratory Analysis- Pickapeppa Mango Sauce Form, No. QC 5001C showed all the tests done with their corresponding results.			
Evaluation:			
Records are available to show results obtained from various tests.			
Effectiveness:			

CONFORMITY REPORTS – LAB ANALYSIS

Audit of: Lab Analysis	Auditor: Najorie Jennings-Dawkins	Audit Criteria: QC-4013	Auditees: Tiffani Stewart
Audit Evidence:			
External Calibration Report, ID, CALR/21/2018/1036 showed calibration results for			

the pH meter. Only one report was present, dated March 03, 2018 Internal calibration record, QC-004, dated August 29, 2018 showed the last day of calibration for the pH meter. External Calibration Report, ID., CALR25/2018/1035 showed calibration results for the refractometer. One report was present, dated February 22, 2018. According to the Quality Manager the next report is to be picked up since the 6 months calibration period has expired. Internal calibration record, QC-4005, dated August 29, 2018 showed the last day of calibration for the refractometer. External Calibration Report, I.D CAL/21/2018/1379 showed calibration results for the thermometer. One report was present, dated June 11, 2018 No external report was found for the scales. However, there was a stamp on them to show that they were calibrated in March and the next calibration date is in September.

Evaluation:

There are four equipment that are usually calibrated, based on response from process owner. These are: pH Meter, Scales, Thermometer and Refractometer. The pH meter and the refractometer are done internally on a daily basis as well as twice yearly by The Bureau of Standards, Jamaica. The scales are done by annually by the Bureau of Standards Jamaica. The thermometers are done yearly by the Bureau of Standards as well.

Effectiveness:

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (LOGO USE)

Audit of: FSSC Additional Requirements (Logo Use)	Auditor: Najorie Jennings-Dawkins	Audit Criteria: http://www.fssc22000.com/documents/pdf/guidances/use-fssc-22000-logo-version-2015.pdf	Auditees: Dianna Tomlinson
Audit Evidence:			
A sample of each type of label was checked and the FSSC logo was not present on any of them, which is in conformance with the requirement which states that "The FSSC 22000 logo may not be used either on a product, its labeling or its packaging, or in any other misleading manner.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (LOGO USE)

Audit of: FSSC Additional Requirements (Logo Use)	Auditor: Najorie Jennings-Dawkins	Audit Criteria: N/A	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>It was determined that the person responsible for ensuring that the logo is correctly used is the Compliance Officer, The General Manager.</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (LOGO USE)

Audit of: FSSC Additional Requirements (Logo Use)	Auditor: Najorie Jennings-Dawkins	Audit Criteria: http://www.fssc22000.com/documents/pdf/guidelines/use-fssc-22000-logo-version-2015.pdf	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>Upon observing the FSSC logo which is on the sign at the front of the facility it was seen that there is also an Intertek logo used in conjunction. The standard states that " FSSC 22000 certified organizations may use the FSSC 22000 logo, but only in conjunction with the mark of the certification body.</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (LOGO USE)

Audit of: FSSC Additional	Auditor: Najorie Jennings-Dawkins	Audit Criteria: http://www.fssc22000.com/	Auditees: Dianna Tomlinson
---------------------------	-----------------------------------	---	----------------------------

Requirements (Logo Use)	documents/pdf/guidances/use-fssc-22000-logo-version-2015.pdf	
<p>Audit Evidence:</p> <p>The colours used on the FSSC logo was of the correct color and size as outline by the standard. The FSSC logo was of the same size as that of the Intertek logo. The company was compliant with the standard which states that "The FSSC 22000 logo must be reproduced in the specified colors and in a size that makes all features of the logo clearly distinguishable</p>		
Evaluation:		
Effectiveness:		

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>It was observed that the property perimeter is monitored by CCTV. A security guard is also present at the entrance. CCTV monitoring cameras are in place around the entrances to the facility.</p>			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence:			

It was observed that the external doors or all access points into the building are locked or secured.
Evaluation:
Effectiveness:

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence:			
It was observed that the processing and dry ingredient storage area were not in use and was kept locked. Yellow and blue shirt employees were only seen in the bottling area and red and burgundy shirts in the processing area.			
Evaluation:			
Mrs Tomlinson stated that all sensitive areas are restricted to authorized personnel only. Access to these areas limited by lock and colour coded uniforms.			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence:			
Visitors Control, PRP-1140, Food Defense Plan, PRP/AR-1110			
Evaluation:			
The General Manager, Mrs. Tomlinson, stated that Visitors are given badges at the entrance for identification in the facility and they then signs the agreement form. All visitors are escorted to the production areas. Workers are given oral permission to			

enter restricted area.

Effectiveness:

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence:			
Evaluation: The General Manager stated that keys are regularly checked to ensure that they are all in place. Keys are labelled and placed on a board with a sign in and out sheet.			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence: Supplier Food Defense Audit, PRP-1111, Rev #0. Baking Enterprises Limited who supplies dried raisins and Lithographic Printers audited who supplies labels, audit checklist were observed.			
Evaluation:			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS

(TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence:			
Evaluation: The Production Manager, Najorie Dawkins, stated that the unloading of vehicles are closely supervised by inventory clerk and supervisors.			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS
(TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence: Police/Customs Confirmation Contact Certificate was observed for June 22, 2018 and the container was sealed with seal numbers ZZC-121240 and PAJ0159827.			
Evaluation: Tiffani Stewart stated that the seal numbers are recorded on the Cargo Integrity Form and the Police/Customs Confirmation Contact Certificate.			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS
(TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence:			

It was observed that the storage tank have a lock to prevent unauthorized access.
Evaluation:
Mrs. Tomlinson stated that a black tank is in place to store water and a lock is used to restrict access.
Effectiveness:

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence:			
The label room and packaging warehouse 1 and 2 were observed to be locked with restricted access. Persons have to sign for keys to enter these areas.			
Evaluation:			
Oshayne Malcolm, Inventory Supervisor stated that product labels and packaging materials are stored in locked areas with access to authorised personnel only.			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence:			
Projects (\\SP-SERVER) (P:) Food Defense Plan Builder-ts foof defense.fdp - Vulnerability Assessment			
Evaluation:			
Tiffani stated that the vulnerability assessment was done on all raw materials and process steps taking into consideration the accessibility and vulnerability.			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>Vulnerability Assessment was reviewed and all process steps have a score of 4 which would indicate that the process steps are not vulnerable or accessible.</p>			
<p>Evaluation:</p> <p>Tiffani Stewart stated that the process steps are assessed by using the food defense plan builder. For vulnerability and accessibility there are 5 levels and a score is attached to each level. Vulnerability: Accessibility: Highly vulnerable 9-10 Easily accessible 9-10 Vulnerable 7-8 Accessible 7-8 Somewhat vulnerable 5-6 Partially accessible 5-6 Barely vulnerable 3-4 and Hardly accessible 3-4 and Not Vulnerable 1-2 Not accessible 1-2 Both scores are added for each level which would give the Vulnerability Assessment Score. Any process step with a score above 6 would be an actionable step.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: N/A	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>All process steps have a score of 4 so no threats are identified.</p>			
<p>Evaluation:</p> <p>Tiffani stated that there are no potential threats in the process and hence no preventive measures are in place.</p>			
<p>Effectiveness:</p>			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (TACCP & VACCP)

Audit of: FSSC Additional Requirements (TACCP & VACCP)	Auditor: Khamisha Williams	Audit Criteria: Food Defense Plan	Auditees: Dianna Tomlinson
Audit Evidence:			
Food Defense Plan: Action Plan			
Evaluation:			
<p>Action Plan items: The tags for the identification of vehicles are printed but are not yet given to security. The target completion date was July 31, 2018 which has passed. Adequate lightening around the facility. Lights are to be purchased and installed. The target completion date is August 31, 2018.</p>			
Effectiveness:			

CONFORMITY REPORTS – FSSC ADDITIONAL REQUIREMENTS (IN CONJUNCTION WITH PREREQUISITE PROGRAMS)

Audit of: FSSC Additional Requirements (In conjunction with PreRequisite Programs)	Auditor: Khamisha Williams	Audit Criteria: Additional Requirements	Auditees:
Audit Evidence:			
Evaluation:			
<p>FSSC additional requirements in conjunction with the Prerequisite programs are audited in the prerequisite programs listed below: Utilities Management of Purchased Materials Cleaning, Sanitizing and Environmental Monitoring Consumer Information/Awareness</p>			
Effectiveness:			

CONFORMITY REPORTS – PEELING

Audit of: Peeling	Auditor: Tiffani	Audit Criteria:	Auditees:
-------------------	------------------	-----------------	-----------

Stewart	MS-2140:4.1.1-4.1.7
Audit Evidence: Georgette Clarke , Sanitation Supervisor, explained how the peeling of onions is done which is inline with procedure MS-2140: 4.1.1-4.1.7.	
Evaluation:	
Effectiveness:	

CONFORMITY REPORTS – PEELING

Audit of: Peeling	Auditor: Tiffani Stewart	Audit Criteria: ISO 22000:2005 Clause 6.2.2	Auditees:
Audit Evidence: Training record MS-2041 Rev #8 dated September 25,2017 was seen .			
Evaluation:			
Peeling is on the training schedule for 2018 .			
Effectiveness:			

CONFORMITY REPORTS – CONTINUAL IMPROVEMENT

Audit of: Continual Improvement	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:8.5.1	Auditees: Dianna Tomlinson
Audit Evidence: Continual Improvement ISO 22000:8.5.1			
Evaluation:			
Dianna Tomlinson stated that the continual improvement of the Food Safety Management System is ensured by: Discussing non-conformances identified with the Food Safety Team and to identify and implement corrective action Conduct management review with top management. Carry out internal audit.			
Effectiveness:			

CONFORMITY REPORTS – CONTINUAL IMPROVEMENT

Audit of: Continual Improvement	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:5.6.2	Auditees: Dianna Tomlinson
Audit Evidence:			
Evaluation: I was informed by The Food Safety Team Leader, Dianna Tomlinson, that the Food Safety Management System (FSMS) is communicated to the employees through training. The Food Safety Team reviews and authorize changes in the FSMS.			
Effectiveness:			

CONFORMITY REPORTS – CONTINUAL IMPROVEMENT

Audit of: Continual Improvement	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:7.8	Auditees: Dianna Tomlinson
Audit Evidence: A list of the processes in the verification software can be found at: https://fsscverificationsoftware.com/index.php/Company/performance Some of the areas verified are Cross Contamination, CCTV Review, Pest Control and Purchasing.			
Evaluation: Verification activities are carried out on the processes in the Food Safety Management System.			
Effectiveness:			

CONFORMITY REPORTS – CONTINUAL IMPROVEMENT

Audit of: Continual Improvement	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:7.3.2	Auditees: Dianna Tomlinson
Audit Evidence:			
Evaluation: The Food Safety Team Leader stated that a food safety team is in place. Two of the responsibility is to evaluate and analyze the verification activities and discuss customer complains.			
Effectiveness:			

--

CONFORMITY REPORTS – CONTINUAL IMPROVEMENT

Audit of: Continual Improvement	Auditor: Khamisha Williams	Audit Criteria: ISO 22000:7.3.2	Auditees: Dianna Tomlinson
<p>Audit Evidence:</p> <p>Food Safety Meeting Minutes. Last two minutes were dated August 2 and 8, 2018.</p>			
<p>Evaluation:</p> <p>Tiffani Stewart, the secretary of the food safety team stated that a minute is kept for all the food safety meetings.</p>			
<p>Effectiveness:</p>			

NONCONFORMITY REPORT

Incident Identification Number: 000000.00012

Non-Conformity Report #: 1	Auditor (s): Khamisha Williams	Date: August 16, 2018
Audit of : Continual Improvement	Audit Criteria: MS-2080:4.6.4	
<p>Statement of Nonconformity:</p> <p>Upon reviewing the Corrective action in the Verification software not all the corrective actions were recorded in the minutes hence they were not discussed in the team meeting. This is not in accordance with MS-2080 section 4.6.1 which states The food safety team Reviews Non-Conformance identified through the RAP and Verification process to determine if corrective action is required.</p>		
Responsible Party: Dianna Tomlinson		
Auditor Signature:		Signature: