	MS		Title: Internal Audit Procedure	
	Version: 0	Version Date: March 3, 2020	Revision Number:	Revision Date:
Ownership; Quality Manager/Food Safety Team Leader		Authorized by; Operation Manager	Document Number:	

1.0 SCOPE

1.1 This Process is one component of the Verification Activities used for Food Safety Management System at Juici Beef Ltd. It supports but does not replace specific process audits (e.g. Internal Inspection and Verification Audits).

2.0 PURPOSE

2.1 The purpose of this procedure is to define the process of scheduling, planning, preparing, conducting, reporting and following up on internal audits to verify the conformity, effectiveness and opportunity for improvement of the food safety management system requirements.

3.0 DEFINITIONS

3.1 Internal Audit Team Leader ;

The individual, who authorizes internal audits, approves the audit plan.

3.2 Food Safety Team Leader:

Plan, schedule and manages the internal audit process.

3.3 Internal Auditee;


Is an employee who represents the department/function that is being audited for conformity to the food safety management systems. The Internal Auditee should accompany the Internal Auditor during the audit.

3.4 Internal Auditor;

Is an employee who is qualified based on completing a training program conducted by a Certified Trainer (who is a Lead Food Safety Assessor) and has participated in a minimum of one internal audit per year. Internal auditors cannot audit their own work.

3.5 Internal Audit Team

Food Safety Team Leader, Production Manager, Production Supervisor, Quality Assurance Officers.

	MS		Title: Internal Audit Procedure	
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4.0 PROCEDURE

4.1 Responsibility

4.1.1 Food Safety Team Leader

4.1.2 To schedule internal audit;

- a) Based on the inherent risk to the process (CCP, OPRP, & PRP).
- b) Based on customer complaint.
- c) Outcome of management review.
- d) Processes with repeat non-conformities.
- e) Based on the availability of the auditors.
- f) If there are significant changes.

4.1.3 To develop the audit brief and distribute it to the process owners

4.1.4 To manage the audit by:

- a) Mediating conflicts
- b) Making decisions to accept or reject a non-conformity
- c) Ensuring that the time associated with the audit is adhered to

4.1.5 Receive Final Copy of Audit Report from Audit Team Leader

4.1.6 Distribute Audit Report to the Relevant Personnel

4.1.7 To ensure that non-conformities generated from the audit are closed based on their assigned time

4.1.8 Report findings from the internal audit in management review meetings

4.2 Internal Audit Team Leader

4.2.1 The Internal Audit Team Leader conducts a meeting to review the element and process requirements and the audit checklist for the internal audit with the audit team, when appropriate.

4.2.2 Access the assigned audit in the automated platform. Determines (Criteria, Scope, Methods & Frequency)

4.2.3 Selects audit team from a group of qualified Internal Auditors

4.2.4 Assign activities to the audit team and process owners.


4.2.5 Conduct opening and closing meetings.

4.2.6 Assist auditors in the audit process by editing, audit information, submitted by the auditors.

4.2.7 When the audit is determined to be completed, close the audit.

4.2.8 Generate audit report from automated platform(<https://www.isoprocessbasedauditexperts.com>)

4.2.9 A copy of the report will be sent to the Food Safety Team Leader

	MS		Title: Internal Audit Procedure	
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4.3 Internal Auditor

4.3.1 The Internal Auditors are responsible to;

- 4.3.1.1 Access their audit assignment on the automated platform(<https://www.isoprocessbasedauditexperts.com>)
- 4.3.1.2 Start to create their checklist for their assigned process/activities.
- 4.3.1.3 Meet with the audit team leader if required and reviews related documents and records and makes references on the audit checklist, if applicable.
- 4.3.1.4 Collect audit evidence and document it in the checklist on the automated platform.
- 4.3.1.5 Where there are non-conformities, fill out the appropriate fields and submit the corrective action form.
- 4.3.1.6 Verify the effectiveness of non-conformities completed by the process owner.


4.4 Process Owners

- 4.4.1 Inform potential auditees in his or her process about the scheduled audit.
- 4.4.2 Supports the auditor to collect evidence to support conformity, non-conformity and effectiveness.
- 4.4.3 When there is a non-conformity:
 - a) Take correction
 - b) Conduct root cause analysis
 - c) Determine corrective action plan
 - d) Take corrective action
 - e) Verify if action taken is effective
 - f) If action taken was determined to be not effective, repeat b to e.

5.0 RECORDS

Internal Audit Calendar Schedule

<https://www.isoprocessbasedauditexperts.com>

	MS		Title: Internal Audit Procedure	
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Audit Report

<https://www.isoprocessbasedauditexperts.com>

Corrective Action Log

<https://www.isoprocessbasedauditexperts.com>

6.0 REFERENCES

Correction and Corrective Action Procedure

7.0 DOCUMENT CONTROL INFORMATION

7.1 APPROVAL AUTHORITY

Authored by;	REVISED BY	APPROVAL BY	DATE
Food Safety Team		Food Safety Team	March 3, 2020