1. SCOPE
2. This Process is one component of the Verification Activities used for Food Safety Management System at Tijule. It supports but do not replace specific process audits (e.g. Internal Inspection and Verification Audits).
3. PURPOSE
4. 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.
5. DEFINITIONS
6. *Internal Audit Team Leader* ;

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

1. *Food Safety Coordinator;*

Is the responsible for Managing the internal audit database.

1. *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.

1. *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.

1. Internal Audit Team

Factory Manager, Food Safety Team Leader, Production Manager, Export/Marketing Rep, Assistant Production Manager, Quality Assistant, Bammy Supervisor, Retort Operator, Food Safety Coordinator.

1. PROCEDURE
2. **Responsibility**

**Internal Audit Team Leader**

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.
2. Plans a minimum of one internal food safety management system audits per year.
3. Audits are scheduled by process/area to be audited and the requirements of the standard.
4. The audit schedule covers a one-year calendar period.
5. Determines (Criteria, Scope, Methods & Frequency)
6. Selects audit team from a group of qualified Internal Auditors
7. Write the Audit Reports
8. Activities are audited more frequently based on;
9. The level of risk associated with the process to be audited.(e.g. CCP’S)
10. If there are significant changes.
11. If there is a history of problems in a specific area/element of the food safety management system.
12. High levels of customer complaint.
13. Actions from Management Reviews.
14. **Internal Audit Investigation**
    1. The Internal Auditors are responsible to;
15. The audit team reviews related documents and records and makes references on the audit checklist, if applicable.
16. Any potential non-conformity is verified with supporting evidence.
17. When non-conformity is identified it is written on the non-conformity form and given to the Audit Team Leader who inputs the information into the database and print out the corrective action form and issue to the responsible person for the process with the non-conformity for action.
18. **Reporting and Follow-up**
19. At the completion of an internal audit, a closing meeting will be set to present audit findings and establish next steps.
20. RECORDS

Internal Audit Calendar Schedule

[..\..\..\Records\Internal Audit Report](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\Records\Internal%20Audit%20Report)

Audit Report

[..\..\..\Records\Internal Audit Report](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\Records\Internal%20Audit%20Report)

Corrective Action Log

[T:\Verification\_Tool\Template\Audit\_Verification\_Action Platform.xlsm](file:///T:\Verification_Tool\Template\Audit_Verification_Action%20Platform.xlsm)

1. REFERENCES

Correction and Corrective Action

[Correction and Corrective Action Procedure](file:///\\Dc2\j\FoodSafety\FSSC%2022000%20Management%20System\PROCEDURES\ManagementSystemProcedures\CorrectionsAndCorrectiveActions\CorrectionsandCorrectiveActions.docx)

1. DOCUMENT CONTROL INFORMATION
2. APPROVAL AUTHORITY

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| --- | --- | --- | --- |
| Authored by; | REVISED BY | APPROVAL BY | DATE |
| Owen Glave and Food Safety Team |  | Food Safety Team | May 28, 2015 |