1. SCOPE
2. All audits required by the Food Safety Management System of Tijule Company Limited. This includes both internal and required supply based audit.
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. All audits are carried out utilizing our cloud-based software [www.isoprocessbasedauditexperts.com](http://www.isoprocessbasedauditexperts.com)
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, Production Manager, Export/Marketing Rep, Assistant Production Manager, Quality Assistant, Bammy Supervisor, Retort Operator.

3.6 Cloud Based Software.

This is our automated software used to perform all audits at Tijule

1. PROCEDURE
2. **Responsibility**

**Food Safety Team Leader/Food Safety Coordinator**

* + 1. Schedules audits in the automated platform [www.isoprocessbasedauditexperts.com](http://www.isoprocessbasedauditexperts.com)
    2. All audits are scheduled based on risk and is done utilizing the process based format in the audit platform.
    3. Audits are scheduled for both the internal activities and for supply base where the risk they pose to Tijule requires an onsite audit.
    4. Assigns the audits to the Lead Auditor and Auditor. This is done in the audit platform.
    5. Informs Audit Team Leader and Auditor when an audit is scheduled.
    6. Evaluates the results of the audit when the audit is completed.
    7. Circulates softcopy of the audit report.
    8. Ensure follow-up and close-out actions are done.
    9. Add out of schedule audits to the audit platform and informs Audit Team Leader.
    10. Out-of-Schedule Audits can be triggered by;
        1. The level of risk associated with the process to be audited.(e.g.PC CCP’S)
        2. If there are significant changes.
        3. If there is a history of problems in a specific area/element of the food safety management system.
        4. High levels of customer complaint.
        5. Actions from Management Reviews.

**5.1 Internal Audit Team Leader**

1. The Internal Audit Team Leader accepts the assigned audit in the Audit Tool.
2. Manage the Audit Process
3. Develop Audit Plan.
4. Selects audit team from a group of qualified Internal Auditors
5. Assigns Auditors to their respective assignments.
6. Conducts a Audit Team meeting to review the elements and processes requirement with the assigned auditors.
7. Manage opening and closing meeting where applicable.
8. Develop Audit Checklist with auditors where necessary.
9. The audit schedule covers a one-year calendar period.
10. Determines (Criteria, Scope, Methods & Frequency)
11. Combine the respective audit reports in the tool.
12. Edit and submit the final Audit Report to the Food Safety Team

Leader/Food Safety Coordinator

1. Activities are audited more frequently based on;
2. Conduct audit follow-up.
3. Close-out audit findings.
4. **Internal Audit Investigation**
   1. The Internal Auditors are responsible to;
5. Reviews related documents and records and makes references on the audit checklist, if applicable.
6. Document the outcome of the audit investigation in the audit platform.
7. Collect Audit Evidence to Support Conformity, Effectiveness, Opportunities to Improve and Non-Conformity.
8. Reports to the Audit Team Leader
9. 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.
10. Conduct Audit follow-ups.
11. Close out audit findings.
12. **Reporting and Follow-up**
13. At the completion of an internal audit, a closing meeting will be set to present audit findings and establish next steps.
14. RECORDS

<http://www.isoprocessbasedauditexperts.com>

6.1 REFERENCES

[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

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