

ISO 22000 Internal Audit Checklist



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Process Flow Diagram

- Is the process flow diagram complete?
- Does it cover all raw materials, ingredients, packaging materials, and related process/storage activities?
- Have there been any updates to the process flow diagram since its creation?
- What is the method for informing the HACCP team about changes in process or product parameters?
- How were these modifications documented and approved?
- Were these changes discussed with the HACCP team prior to their implementation?
- Has the accuracy of the process flow diagram been confirmed on-site against actual operations?

Hazards Analysis & Preventive Measures

- What method was used to conduct the hazard analysis?
- Were hazards assessed both qualitatively and quantitatively?
- Were all raw materials considered in the analysis?
- Were all process steps included in the hazard analysis?
- Were hazards identified specifically or generally?
- How was the likelihood of hazards occurring assessed?
- What sources of information were used?
- Have preventive measures been established for each identified hazard?
- How do these measures control or mitigate the hazards to acceptable levels, and how were these measures validated?
- Are all the preventive measures operational at the plant level?



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Critical Control Points (CCPs)

- How were the CCPs identified?
- Was a CCP decision tree used?
- Has the team identified all necessary CCPs?

Critical Limits

- Have critical limits been set for each CCP?
- What methodology was used to establish these critical limits? Is there supporting evidence?
- What validation is there that the critical limits can effectively prevent hazards?
- How does the organization distinguish between critical limits and operational limits?
- Are these critical limits implemented at the plant level?

Monitoring Procedures

- Have monitoring procedures been set up for all established CCPs?
- Is there evidence that these procedures are consistently followed?
- What is the condition of the monitoring equipment?
- Are the sampling plans used statistically sound?
- Does the organization have a robust system for product identification to ensure traceability if deviations occur?
- What actions has the organization taken in response to deviations?
- Are personnel conducting the monitoring trained and qualified?
- Have the results of monitoring been documented?



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Corrective Actions

- Are procedures for corrective actions in place?
- What evidence demonstrates that these corrective actions are effective when CCP deviations occur?
- Who has the responsibility and authority for initiating corrective actions?
- How does the organization manage and document non-conforming product?
- How does the organization handle disposal of affected products?
- Are corrective actions documented, and how is their effectiveness assessed?
- Do these corrective actions include modifications to the process or HACCP plan if the critical limit is consistently breached?

Verification Procedures

- Has the organization established verification procedures?
- Are responsibilities, authorities, methods, frequency, and types of verification clearly defined in these procedures?
- Are the chosen methods and frequencies adequate to ensure the HACCP system functions correctly and complies with relevant regulations?
- How was the initial validation of the HACCP plan conducted?
- Do the procedures include a review of records?
- Is there a routine review of CCP failures and product dispositions?
- Do the procedures account for the calibration of monitoring and measurement equipment?
- Have the personnel responsible for verification received appropriate training?
- Do the procedures involve assessing customer and consumer complaints?
- Is there regular evaluation of the sanitation control procedures' outcomes?
- How is the verification data used to enhance the HACCP system?



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Documentation & Record Keeping

- What processes does the organization follow for managing system documents?
- Does the documentation comprehensively cover the operation of the HACCP system?
- Are documents properly authorized before issuance?
- How does the organization manage and control documentation?
- Has the organization accessed and obtained relevant codes, standards, legislation, and regulations applicable to the food product?
- How does the organization manage changes to documents, ensuring all are up-to-date?
- Are all records easily accessible?
- Are HACCP records distinctly marked?
- Has the documentation and record control system been adapted to fit the size and nature of the organization?
- Are HACCP records stored in conditions that prevent damage, deterioration, or loss?
- For what duration does the organization retain these records?

Staff Training

- Has the organization developed a procedure to identify training needs and train personnel?
- Are there training plans in place?
- How many staff members have been trained in HACCP principles and applicable legislation and regulations?
- How many personnel are trained to conduct internal audits?
- Are personnel trained on sanitation controls?
- How does the organization assess the effectiveness of the training provided?



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Recall Plan & Management

- Does the organization have a procedure in place for managing product recalls?
- Under what circumstances are products recalled?
- Who is responsible and authorized to initiate a recall?
- Has there been a full or partial product recall?
- How many products were affected?
- What prompted the recall?
- How were the affected products managed?
- How did the organization ensure that all affected products were identified and recalled?

Complaint Management

- Does the organization have a system for handling customer and consumer complaints?
- Who is responsible and authorized to handle these complaints?
- Were the complaints related to product safety?
- What measures has the organization taken in response to these complaints?
- Have these complaints been documented?
- Are these complaints used for verification of the system?

Sanitation Control

- Do documented hygiene control procedures exist?
- How frequently is water quality tested, and who performs these tests?
- Do hygiene control procedures encompass all aspects of sanitation and hygiene?



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- Do the conditions of food contact surfaces meet hygiene requirements?
- Have the sanitation procedures been validated for effectiveness?
- Is the layout and flow of materials and personnel adequate to prevent cross-contamination?
- What actions are taken when hygiene procedures are breached?
- How does the organization maintain sanitation facilities?
- Are packaging materials stored under suitable conditions?
- Has the organization designated personnel responsible for managing toxic compounds?
- What procedures are in place to monitor employee health and sanitation?
- Does the organization have a pest control plan or system?
- Are the facility's walls and floors maintained in good condition?
- How does the organization manage waste?

Internal HACCP Audit

- Does the organization have a plan for conducting internal HACCP audits?
- How frequently are internal audits conducted?
- Are the audit's purpose, criteria, scope, and methods well-defined?
- Does the audit program comprehensively cover all aspects of the HACCP system?
- Are auditors properly trained?
- Have the responsibilities and requirements for conducting audits been clearly defined?
- How does the organization ensure the independence and impartiality of audit activities?
- Have the objectives of the audits been met?
- Have the results of the audits been documented?



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Management Responsibility

- Is there evidence of management commitment to the application of the Food Safety system? Are related objectives measurable?
- Does the organization have a food safety policy in place?
- Has a HACCP plan been developed that covers all end products?
- Has a multidisciplinary Food Safety team been assembled?
- Has a leader for the Food Safety team been appointed with clearly defined responsibilities and authorities?
- Has the organization defined the responsibilities and authorities of the Food Safety team?
- Is the knowledge possessed by the Food Safety team adequate and appropriate?
- How are internal and external communications managed, and who is responsible? Is the communication effective?
- Are emergency preparedness and response procedures established and verified?
- Is the Management Review activity conducted as required? Is it effective?

Product Specification

- Has the product or range of products been thoroughly described?
- Does the specification include safety information such as pH and water activity?
- Does the specification detail the raw materials and ingredients used?
- Does the specification describe the type of packaging used?
- Does the specification include storage conditions?
- Are labeling instructions included in the specification?
- Does the specification detail the method of distribution?
- Does the specification include information on shelf life and storage conditions?



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- Is the intended use of the product specified?
- Does the specification cater to the appropriate consumer?
- Are specific methods of use included in the specification?



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