PURPOSE: The purpose of this procedure is to ensure an effective approval system is in place for the organisation and control of suppliers.
The objective of plant Food Safety Audit is to assess the production process in relation to HACCP and process control management. The outcome of these site visits should verify that due diligence is in place for the manufacture of safe, quality and legal products.

RESPONSIBILITY: The General Manager is responsible for ensuring this procedure is communicated and adhered to by relevant personnel.

INSTRUCTIONS:
On completion of an audit the following requirements must be met:

1. The supplier must demonstrate control of on site CCP's. An audit of historical CCP paperwork should take place. The auditor should see the CCP controls in operation in the factory, and verify the supporting documentation. The auditor should walk the High Care / Low Risk barrier and ensure that all entry points are covered within CCP's or appropriate Pre-requisite Programs (PRP's).
2. The supplier must demonstrate adequate training and understanding of operatives responsible for the monitoring of CCP's. The supplier must demonstrate operatives have an understanding of corrective action, when CCP parameters are not met.
3. Suppliers must be aware of all potential food safety cross contamination risks within their process and ensure they are fully complaint.

Pre-Audit
Prior to visit the supplier needs to be notified to prepare all relevant documentation and ensure that the relevant personnel will be present on the day.
Documentation that should be ready for review should include:

- Summary of site processes
- Plant plan and structure
- HACCP documentation which covers:
    - Process flows with CCP's identified
    - HACCP plan, including Hazard Analysis and Decision Tree documentation.

  - HACCP Team
  - Training
- Product Specifications

Audit Structure

1. Opening Meeting
    - purpose, expectations, timings, people required

2. Site Processes and Product Summary
    - overview of site required to ensure all processes covered. Supplier to provide list of all CCP's,
    - ensure all appropriate CCP's have been identified and that detailed monitoring procedures are in place.

3. HACCP Team & Training
    - who on team / frequency on meeting / training and qualifications

4. HACCP Documentation Review
    - note key CCP's / obtain copies of process flows for use in plant tour.

5. Raw Material Risk Assessments
    - how does the plant assess raw material suppliers / audit frequency and compliance to schedule / raw material specification compliance

6. Traceability exercise

Plant Tour

1. Verify identified CCP's
2. Review production process from intake to finished product
3. Ensure all CCP operators clearly understand the monitoring procedure and are aware that they are controlling a critical food safety process.
4. Include 'what happens if things go wrong' = Corrective Action / Verify non-conforming product procedure. Are actions designed to prevent the issue occurring again in the future?

Documentation audit

1. Internal auditing of HACCP
    - Verify documentation control via audit of historical CCP paperwork.
    - Ensure all plant CCP's are audited, by competent personnel, at least every 3 months.

2. Complete traceability exercise

3. Summary & Close
    - Conclusion and agreement of action points.

Rating

Not Approved - Critical – Major non-conformances to HACCP system identified. Stop production until action taken. Rescheduled visit to be conducted to verify completion.

Approved but need to close non-compliances - Compliant with actions identified for improvement.

Approved - Complaint with recommendations / best practice identified

MONITORING:

Regular audits / inspections of suppliers must be in place to ensure that procedures are effective and working.

VERIFICATION AND RECORD KEEPING:

Regular audits / inspections of suppliers must be in place to ensure that procedures are effective and working.

Supplier audits records must be completed, which will include:

- non-conformances
- corrective action
- responsibility
- date of completion

RECORDS APPLIED TO THIS PROCEDURE:

- Supplier Audit records

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.