

HACCP-Based SOPs

Annual Internal-Audit

PURPOSE: To assess and/or identify any risks on production and processing site.

SCOPE: This procedure applies to food safety personnel. The annual self-audit consists of various procedures to ensure that policies and procedures are up-to-date with produce safety standards. The audit also serves as an accountability partner to ensure that employees are following the company's policies and procedures.

KEY WORDS: food safety plan, food safety manual audit checklist

INSTRUCTIONS:

1. A Food Safety Plan internal audit must be performed annually.
 - a. Food safety personnel are to conduct the Food Safety Plan internal audit by reading the manual and updating it as needed.
 - b. Personnel are to print a copy of the Food Safety Manual self-audit checklist.
 - i. Fill out the record appropriately.
 - ii. Review all sections of the food safety plan and document any changes that may have taken place.
 - c. (**Optional**) Personnel can print a copy of the auditor's checklist (if applicable) to ensure the FSM is up-to-date with industry changes (example:
<https://www.ams.usda.gov/services/auditing/gap-ghp/audit>)
 - i. Conduct and internal "mock audit"
 1. Once an answer to the "questions" is found, indicate the section by writing the number into the "yes" box.
 2. If the answer is NOT found, indicate the section of which the correct answer should be found into the "no" box.
 - a. Later, go back and fix accordingly either in the manual or in the operation (for the sections that do not require a policy or record).

Monitoring:

1. Food safety personnel are responsible for ensuring a risk assessment takes place on an annual basis and should address any and all risks immediately. All records are to be kept on file for two years.

Corrective Action:

1. Managers and personnel must comply with this SOP to be within work policy and procedures.

Verification and Record Keeping:

Food Safety Plan Internal Audit (R)