## **IS YOUR PLANT AUDIT-READY— OR STRUGGLING TO COMPLY?** Answer These Key Questions to Assess Your

Facility's Readiness for a Compliance Tour

But is your facility ready around-the-clock? Being tour-ready means your facilities are following relevant compliance regulations at all times, ensuring operational excellence and avoiding the risk of non-compliance.

Put your compliance readiness to the test with these questions, which represent just a fraction of

Manufacturing compliance audits strike like clockwork.



the questions you need to be prepared to answer in manufacturing audits.

**EQUIPMENT** 

### MAINTENANCE **AUDIT REQUIREMENTS** Plan adequate space for orderly placement of equipment and materials to prevent mixups and contamination; design adequate flow of equipment and materials to prevent contamination.

QUALITY &

SAMPLE AUDIT QUESTIONS Is all equipment in good repair and clean?

Are control plans used to deploy equipment inspection and test functions throughout the production process?

PLANT & GROUNDS

MAINTENANCE **AUDIT REQUIREMENTS** 

# Process flow chart, statistical tools, key

inspection points, inspection frequency, inspection/test method, acceptable yield rates

WHAT TO PREPARE

Detailed list of all equipment and location, records of equipment maintenance and repair

### Properly store equipment; maintain roads and parking lots; maintain areas around plant; remove litter, waste, uncut weeds and standing water. SAMPLE AUDIT QUESTIONS

Is there adequate space for equipment and

Is outside storage adequately protected from

storage of materials for maintenance and

# sanitation, so that food production remains safe?

pests or other contaminants?

PLAN **AUDIT REQUIREMENTS** Implement and maintain a product safety

policy outlining the company's intentions to meet its obligations to produce safe and legal products, to comply with food safety regulations and to meet customer obligations.

**FOOD SAFETY** 

all products and processes produced in your facility?

**AUDIT REQUIREMENTS** 

PLAN

Has a food safety plan been written to include

**FOOD DEFENSE** 

SAMPLE AUDIT QUESTIONS

adulteration of product caused by a deliberate act of sabotage or terrorist-like incidents. SAMPLE AUDIT QUESTIONS

Document, implement and maintain methods, responsibilities and criteria for preventing

WHAT TO PREPARE

WHAT TO PREPARE

non-compliance

administered

Policies for material equipment space

of pest control visits and treatments

and storage, records of actions taken for

Evidence of pest or rodent activity, records

Food safety plan and procedures, process flow

diagram, hazard analysis, critical control points

# **Authorized Personnel Only** Personnel autorisé seulement

WHAT TO PREPARE

maintenance

list, records of corrective actions

### Are methods implemented to ensure only authorized personnel have access to production equipment, vehicles, manufacturing and storage

areas through designated access points?

SANITARY OPERATIONS

**AUDIT REQUIREMENTS** Prevent contamination by sanitizing all equipment thoroughly and regularly clean all surfaces that come into contact with food.

Records of approved access and control

methods, lists of responsibilities for plan

### Is all equipment (both food-contact and nonfood-contact) cleaned on schedule and stored to prevent contamination?

# **FOOD STORAGE**

**AUDIT REQUIREMENTS** 

Demonstrate that food is stored at

SAMPLE AUDIT QUESTIONS Are there records of temperature monitoring for all refrigerated storage areas?

temperatures that prevent contamination.

EMPLOYEE SANITARY PRACTICES **AUDIT REQUIREMENTS** Require all staff to wear beard and hair

covers, wash hands after breaks and wear

Are all staff aware of food safety practices and

responsibilities, including actions around food,

employee illness and open lesions, or any other

hand washing and on-the-job illness policies?

SAMPLE AUDIT QUESTIONS

protective garments.

SAFETY

**AUDIT REQUIREMENTS** 

SAMPLE AUDIT QUESTIONS

Does the health and safety management

Are procedures used for the ongoing

QUALITY MANAGEMENT

**AUDIT REQUIREMENTS** 

SAMPLE AUDIT QUESTIONS

practices?

and healthful workplace.

WHAT TO PREPARE

### sort of wound or health issue that can cause contamination?

OCCUPATIONAL HEALTH &

Requires all employers to provide a safe

Is there a written policy about reporting

system address the safety of personnel without compromising the achievement of product quality requirements?

identification of hazards, assessment of risks and

implementation of necessary control measures?

Requires manufacturing facilities to maintain quality management measures in five key areas of operation management: production, laboratory, materials, facilities and equipment and packaging and labeling.

Is the quality system documented, controlled

and maintained to clearly describe current

Do managers participate in periodic quality

system reviews that address related feedback

from customers and internal quality metrics?

**EDUCATION** & TRAINING

**AUDIT REQUIREMENTS** 

and application of risk-based preventive controls. SAMPLE AUDIT QUESTIONS

Create and implement employee training programs using FDA-approved curricula and food safety plans developed by qualified individuals who have successfully completed agency-approved training in the development

Apply the internationally recognized Hazard Analysis and Critical Control Point (HACCP) system to ensure food safety covering the entire food production process, from raw materials to distribution and consumption. **SAMPLE AUDIT QUESTIONS** What plan is in place to identify and monitor hazards and correct issues proactively to reduce

# for Manufacture of Food Packaging.

production? retention time and disposition of quality records?

and used for production start-up and continuing

Is the skill and education level required for each job documented and appropriate training provided?

Are suitable methods used to verify training

HAZARD ANALYSIS

CONTROL POINTS

& CRITICAL

**AUDIT REQUIREMENTS** 

the impact on consumer safety?

**DOCUMENTS** 

& RECORDS

**CONTROLS** 

**AUDIT REQUIREMENTS** 

Document and maintain a management system in electronic and hard copy form outlining the methods the facility uses to meet the requirements of the SQF Food Safety Code

effectiveness?

## SAMPLE AUDIT QUESTIONS Are current process control documents in place

Is there a record control system in place for Document control procedure the identification, storage, protection, retrieval,

documented incidents of non-compliance

WHAT TO PREPARE

Analysis of field failures, inspection yields, resource needs, internal audit results, corrective action status

revision control (sign-offs and dates), history

Quality manual and all procedures show

WHAT TO PREPARE

of changes

WHAT TO PREPARE

Records of testing, production quality records, audit records, interviews with workers to

Training aids, work instructions, documentation of employee training

validate training

Documentation of plans, hazard-monitoring

checklists, records of corrective actions taken

WHAT TO PREPARE

DID YOUR FACILITY PASS THIS POP QUIZ?

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companies significant time, money and headaches. Aramark's facilities

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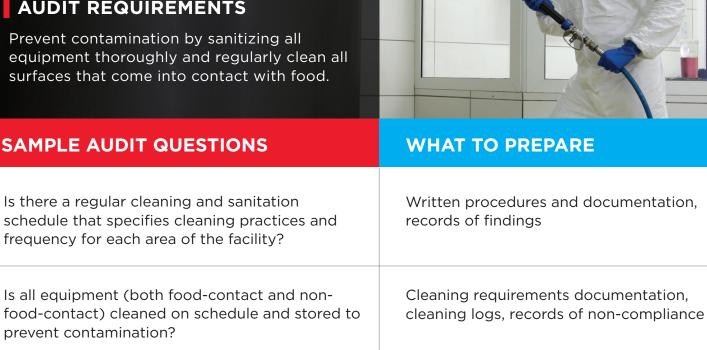
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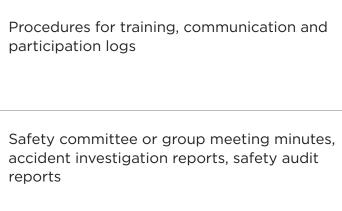
WHAT TO PREPARE

Employee sanitary requirements document,

washing facilities, stocked first aid box

Written policies on employee illnesses,

records of corrective actions, sufficient hand-







ARE YOU READY FOR **EXCELLENT AUDIT RATINGS**,

