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## Overview

This standard is about internal audit of the food safety management procedures. It involves reporting on food safety management procedures to check that they comply with your organisation's operational requirements.

You will need to be able to identify areas within the audit findings where improvements can be made and report findings and trends to the people in your organisation.

This standard is for you if you work in food and drink operations or animal feed operations and your job requires you to have responsibilities for food safety, control and/or audit. You may have responsibilities for managing an operational team.

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## Performance criteria

### You must be able to:

Report on compliance level identified through internal audits

1. specify the scope of the audit conducted, including areas and activities audited

- 2.

evaluate the audit results against the organisation's quality and food safety system, relevant standards and best practice

Identify food safety risks evidenced through the audit process

3. provide details of areas and activities where the food safety management system is working

- 4.

provide details of occurrences of non-compliance with the food safety management procedures and/or food safety standards

5. provide support evidence using data and documentation

- 6.

identify the relative risks and impact of non-compliance to your organisation

Develop a plan for corrective action

7. agree with colleagues and technical staff the action required

- 8.

develop a timescale for the implementation of actions to check compliance

9. brief staff on the immediate action required to manage potential food safety risks

Record audit findings and details of restorative action

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10. verify that preventative action is part of the auditing process

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compile data to identify long term audit trends

12. circulate audit reports to key contacts according to organisational procedures

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## Knowledge and understanding

### You need to know and understand:

1. the type, range and purpose of records applicable to the specified food safety management system
2. the audit processes and procedures applied within the organisation
3. what represents Good Manufacturing Practice (GMP) within the organisation
4. the critical points and critical control points relevant to the defined scope of the audit
5. the roles, responsibilities and levels of authority of members in the food safety management team
6. the expected role and responsibilities of an auditor
7. the relevant regulations, legal requirements and certification requirements for the type and nature of operations being inspected
8. statutory regulations relating to operations under inspection
9. the expected standards and their application
10. what constitutes non-compliance and the relative implications for food safety and for the organisation concerned
11. relevant actions and how to review them
12. auditing practices, including 2nd and 3rd party inspections
13. recording, reporting procedures and making recommendations relating to quality control and internal audits

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