

Sample SUPPLIER AUDIT REPORT

Supplier / Factory Name:	
Address:	
Date of Visit:	Tel: Fax:

Suppliers Representative(s) :	Name	Position
1		
2		
3		
Company status:		
Products supplied:		
Comments:		

The suppliers signature is a general acknowledgment and understanding of the comments observations made in this report.

Supplier Representative Signature: Name: (in print)

Representative Signature:

Dated:

- Key:**
- ? - indicates a general compliance.*
 - * - indicates that further comments have been made relating to that point.*
 - N/C - indicates Not Covered on this occasion.*
 - N/A - indicates Not Applicable to this audit.*

SUPPLIER AUDIT REPORT cont.....

1	SITE FABRICATION	? / * / NC / NA
(a)	Design and condition of buildings	
(b)	Condition and maintenance of surrounding environment	
	<u>INTERNAL</u>	
(c)	Design and condition of walls	
(d)	Design and condition of floors and drains	
(e)	Design and condition of ceilings and lights	
(f)	Design and condition of doors and windows	
(g)	General factory layout: segregation, process flow	
(h)	Air conditioning / ventilation	
2	PLANT AND MACHINERY	? / * / NC / NA
(a)	Services (i) ducting / pipework / overheads (ii) water - quality, use, supply and treatment	
(b)	Design, condition and hygiene of processing equipment, utensils and ancillary plant	
(c)	Equipment calibration	
(d)	Hygiene schedules : availability, use, verification	
(e)	Maintenance, preventative maintenance schedules, work records, inventory	
3	PEST CONTROL	? / * / NC / NA
	Managed internally or by external contractors (Delete as appropriate). Are pest control measures satisfactory in the following areas ?	
(a)	Building / Site perimeters	
(b)	Storage areas: raw material, finished product, packaging.	
(c)	Production areas	
(d)	Ancillary / service areas	
(e)	Record-keeping of inspections and corrective action, including servicing of equipment	
4	PERSONNEL HYGIENE, EDUCATION AND TRAINING	? / * / NC / NA
(a)	Appropriate and adequate, formalized documented hygiene education and training	
(b)	Protective clothing	
(c)	Personal practices	
(d)	Medical screening	
(e)	Handwashing	
(f)	Glove control	
(g)	Visitors (non-company employees)	
5	SITE HYGIENE	? / * / NC / NA
(a)	Waste handling	
(b)	Notices	
(c)	Personnel facilities : toilets, rest-room, canteen, cloakroom	
(d)	General house-keeping / hygiene: standard, auditing documentation	
(e)	Foreign body control (including glass policy / audit)	
(f)	Storage of non-food compatible materials	
6	RAW MATERIAL CONTROL	? / * / NC / NA
(a)	Approved suppliers : auditing, specification, certificate of conformance	
(b)	Receipt : inspection, analysis, documentation	
(c)	Stock control : rotation, positive release, quarantine system, traceability	
(d)	Storage facilities : suitability, general conditions, segregation	
(e)	Conditions and suitability of raw material handling	
(f)	Packaging materials : receipt, inspection, storage, handling	
(g)	Ingredients : dispensing, preparation	

SUPPLIER AUDIT REPORT cont.....

7	PROCESS CONTROL	? / * / NC / NA
(a)	QC / QA function : suitability, efficacy, accountability, audit / appraisal.	
(b)	Product Process specifications : availability (up to date), use, adherence / conformance.	
(c)	Product / Process flow.	
(d)	Weights and measures : method, monitoring, documentation.	
(e)	Pack integrity : seals, coding, legibility, palletisation, documentation.	
(f)	Temperature control : cooking, heating, cooling, freezing - the capacity, suitability, monitoring, (automatic / manual) documentation, environmental monitoring, handling	
(g)	Metal detection : sensitivity, monitoring, documentation, reject mechanism, suspect item handling	
(h)	Physical and organoleptic appraisal : frequency, method, documentation, suitability.	
(i)	Chemical / Microbiological analysis : facilities, (accredited) frequency, suitability, documentation	
(j)	Foreign body control : on-line inspection, raw material handling, work-in-progress, machinery	
(k)	Nutritional data.	
(l)	Finished product storage / stock control : suitability, capacity, monitoring, distribution.	
(m)	Rejected product : traceability, identification, isolation, handling documentation	
8	PRODUCT COMPLAINTS & RECALL / PROCEDURE	? / * / NC / NA
(a)	Product complaints : foreign body and quality, investigation, documentation, response, action.	
(b)	Product recall procedure : availability, efficacy, appraisal documentation.	
(c)	Product rejections : investigation, corrective action, response, documentation, handling and disposal. of product.	
9	MANAGEMENT	? / * / NC / NA
(a)	Management : structure, responsibilities, experience, qualification, training efficacy.	
(b)	Accreditation : ie. ISO9000, E.F.S.I.S.	
(c)	Technical resources : adequacy, efficacy.	
(d)	Engineering resources : adequacy, efficacy.	
10	HAZARD ANALYSIS (HACCP)	? / * / NC / NA
(a)	risk assessment of process / identification of CCP'S	
(b)	Monitoring of CCP'S	
(c)	Accountability of System / Non conformance.	
(d)	Review and verification of control procedures	
11	HIGH RISK PRODUCT PROCESSING - Added requirements	? / * / NC / NA
(a)	Design criteria.	
(b)	Notices	
(c)	Personnel facilities : toilets, rest-room, canteen, cloakroom	
(d)	General house-keeping / hygiene: standard, auditing documentation	
(e)	Foreign body control (including glass policy / audit)	
(f)	Storage of non-food compatible materials	

