

Annual Audit of Procedures

The annual audit of procedures should include but not be limited to the following

1. The policy manual
2. Internal and external audit findings
3. Corrective actions and their investigations and resolution
4. Customer complaints and their subsequent investigation and resolution
5. Hazard and risk management system and
6. Follow-up action items from previous management Internal and external audit findings
7. Preparation
 - a. Download the Copy of SQF Food Safety Code for Storage and Distribution Edition 8 1 Checklist.xlsx from the previous year.
 - b. Download the FDA Food Defense Guidance Updates for the current audit. (<https://www.fda.gov/food/guidance-documents-regulatory-information-topic-food-and-dietary-supplements/food-defense-guidance-documents-regulatory-information>)
 - c. Compile procedures for review
8. Process
 - a. Review each procedure to determine if the process is still relative to existing operations.
 - b. Review each procedure to determine if the existing process fulfills any change in the standard.
 - c. Carry out a risk assessment to decide whether existing procedures need any modifications.
 - (i) Use the risk assessment to decide whether additional control measures are necessary.
 - d. Modify procedures as required.
 - e. Update the revision date on each procedural change.
 - f. Develop new procedures as necessary.
9. Implement any changes in procedure and or new strategy.
10. Document any changes in the procedure.
11. Present a list of reviewed procedures and make notations wherever changes were necessary.
12. Update the revision date on each document.
13. Defined Blackout Periods for re-certification audits will be reviewed for each site. The Food Defense Coordinator will advise the auditing agency of the Blackout dates for the upcoming year.