

Food Safety and HACCP Audit

Company Name

Audit Date

Auditor

INSTRUCTIONS

This checklist is designed to conduct an audit of the food safety and Hazard Analysis and Critical Control Points (HACCP) system in your facility. Carefully review each item and mark the corresponding checkbox to indicate compliance or note any observations and areas for improvement. Use the "Notes/Observations" section to provide additional details, corrective actions, and any required follow-up.

1. GENERAL FACILITY CONDITIONS

The facility is clean and well-maintained.

Yes No NA

Adequate pest control measures are in place.

Yes No NA

Handwashing stations are accessible and stocked.

Yes No NA

The facility has designated areas for waste disposal.

Yes No NA

Observations/Notes:

[Insert food safety and HACCP audit observations and corrective actions, if any]

2. PERSONAL HYGIENE

Employees follow proper personal hygiene practices.

Yes No NA

Workers use appropriate PPE in food handling areas.

Yes No NA

Employees with illnesses are excluded from handling food.

Yes No NA

Workers are trained in personal hygiene procedures.

Yes No NA

Observations/Notes:

[Insert food safety and HACCP audit observations and corrective actions, if any]

3. FOOD STORAGE

Proper storage practices are followed for raw and cooked foods.

Yes No NA

Food storage areas are clean and organized.

Yes No NA

Temperature controls are maintained for perishable items.

Yes No NA

First-in, first-out (FIFO) method is used for inventory rotation.

Yes No NA

Observations/Notes:

[Insert food safety and HACCP audit observations and corrective actions, if any]

4. FOOD PREPARATION

Food is prepared in clean and sanitized workstations. Yes No NA

Cross-contamination risks are minimized during preparation. Yes No NA

Cooking temperatures are monitored and recorded. Yes No NA

Proper cooking, cooling, and reheating practices are followed. Yes No NA

Observations/Notes:

[Insert food safety and HACCP audit observations and corrective actions, if any]

5. HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP)

The facility has a written HACCP plan in place. Yes No NA

Critical control points (CCPs) are identified and monitored. Yes No NA

Records of HACCP monitoring are maintained. Yes No NA

Corrective actions are taken when CCP deviations occur. Yes No NA

Observations/Notes:

[Insert food safety and HACCP audit observations and corrective actions, if any]

6. CLEANING AND SANITATION

Cleaning schedules and procedures are established. Yes No NA

Sanitizers are used appropriately and at the correct concentrations. Yes No NA

Equipment and utensils are cleaned and sanitized regularly. Yes No NA

Records of cleaning and sanitation activities are maintained. Yes No NA

Observations/Notes:

[Insert food safety and HACCP audit observations and corrective actions, if any]

7. ALLERGEN CONTROL

Allergens are identified, and controls are in place. Yes No NA

Proper labeling of allergenic ingredients is done on products. Yes No NA

Measures are taken to prevent cross-contact with allergens. Yes No NA

Employees are trained on allergen handling and prevention. Yes No NA

Observations/Notes:

[Insert food safety and HACCP audit observations and corrective actions, if any]

8. SUPPLIER VERIFICATION

Suppliers of ingredients and materials are approved and monitored. Yes No NA

Supplier verification records are maintained. Yes No NA

Supplier audits are conducted as per the schedule. Yes No NA

Non-conforming ingredients are rejected and documented. Yes No NA

Observations/Notes:

[Insert food safety and HACCP audit observations and corrective actions, if any]

NOTES/OBSERVATIONS

[Insert any additional notes or food safety and HACCP audit observations made during the audit]

STATEMENT OF COMMITMENT

I hereby certify that I have conducted the above food safety and HACCP audit and commit to addressing any identified non-conformities and areas for improvement promptly.

Observer's Name :

Signature :

Date :

APPROVED BY

Name :

Signature :

Date :