

**Company Name**

**Document Reference: #10**

**PC/Pre Document**

**Document Type: Internal Audit**

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Internal audits cover the entire operation, including the application of pre-requisite programs and the Food Safety Plan and Preventive Controls that have been implemented.

The audit program includes:

- An audit schedule (monthly)
- Audit criteria (i.e., the area and requirements assessed)
- Responsibility (i.e., who will conduct the audit)
- Corrections and corrective actions if applicable

Internal process and packaging audits are conducted monthly, along with an outside grounds inspection.

Any personnel performing an internal audit are trained in audit procedures including the planning and scheduling of internal audits, preparing internal audit reports and initiating and following up on audit findings.

Audit results are communicated to the relevant personnel for corrective action. The outcomes of all internal audits, including any corrective actions taken are recorded.

Reference: Internal Audit training  
Monthly Plant Inspection

**END**

<b>Date</b>	<b>Action</b>	<b>Approved By</b>
	<b>New Document</b>	