



## FSSC 22000 Internal Audit Action Items

### Kick-off Meeting and Scope Definition

- **Action Item:** Schedule and conduct a kick-off meeting with key stakeholders to define the audit scope, objectives, and deliverables.
- **Deliverable:**
  - Meeting agenda outlining discussion points.
  - Scope document detailing the audit objectives, boundaries, key areas of focus, and stakeholder responsibilities.

### Pre-Audit Assessment

- **Action Item:** Perform an initial assessment to evaluate your organization's readiness for the FSSC 22000 certification audit.
- **Deliverable:**
  - Pre-audit assessment report including a gap analysis, readiness evaluation, and preliminary recommendations for improvement.

### Documentation Collection and Review

- **Action Item:** Collect and review all relevant documentation related to the food safety management system.
- **Deliverable:**
  - Documentation review checklist confirming the completeness and accuracy of records.
  - Detailed feedback report highlighting any deficiencies, missing elements, or areas needing improvement in the documentation.

### Internal Audit Planning

- **Action Item:** Develop a detailed plan for the internal audit, including scheduling, resource allocation, and specific audit scopes.
- **Deliverable:**
  - Internal audit plan outlining the audit schedule, audit scope, team assignments, and resource requirements.
  - Communication plan detailing how findings and updates will be shared with stakeholders.



### Conduct Comprehensive Internal Audit

- **Action Item:** Execute the internal audit as per the plan, assessing processes, controls, and compliance with FSSC 22000 standards.
- **Deliverable:**
  - Internal audit report documenting findings, including non-conformities, areas for improvement, and evidence collected.
  - Executive summary highlighting key findings and implications.

### Develop Corrective Action Plan

- **Action Item:** Create a corrective action plan to address identified non-conformities and areas needing improvement from the audit.
- **Deliverable:**
  - Corrective action plan with specific, actionable recommendations, responsible parties, deadlines, and follow-up procedures.
  - Documentation of approval and communication of the plan to relevant teams.

### Mock Audit Execution

- **Action Item:** Conduct a mock audit to simulate the actual certification audit process and evaluate your team's preparedness.
- **Deliverable:**
  - Mock audit report identifying readiness, potential issues, and areas for improvement before the formal certification audit.
  - Feedback session summary with recommendations for further preparation.

### Training and Awareness Sessions

- **Action Item:** Develop and deliver training sessions to increase staff awareness of FSSC 22000 requirements and internal audit processes.
- **Deliverable:**
  - Training materials including presentations, handouts, and case studies.
  - Session summaries, attendance records, and evaluation reports to measure the effectiveness of the training.



### Supplier and Vendor Compliance Audit

- **Action Item:** Assess the compliance of suppliers and vendors with FSSC 22000 standards.
- **Deliverable:**
  - Supplier compliance audit report detailing findings, compliance levels, non-conformities, and recommendations for improvement.
  - Documentation of corrective actions required from suppliers and follow-up plans.

### Risk Assessment and Management Strategy

- **Action Item:** Conduct a comprehensive risk assessment to identify and mitigate potential food safety hazards.
- **Deliverable:**
  - Risk assessment report highlighting identified risks, their impact, and likelihood.
  - Risk management strategy document including mitigation plans, control measures, and contingency plans.

### Management Review Assistance

- **Action Item:** Assist in preparing for and conducting management reviews to evaluate the effectiveness of the food safety management system.
- **Deliverable:**
  - Management review report summarizing audit outcomes, effectiveness of the food safety management system, and proposed improvements.
  - Presentation materials for management review meetings, including data analysis and action item recommendations.

### Continuous Improvement Support

- **Action Item:** Provide ongoing support to facilitate continuous improvement of the food safety management system.
- **Deliverable:**
  - Continuous improvement support plan outlining regular review schedules, updates on FSSC 22000 standards, and improvement initiatives.
  - Progress reports detailing the status of improvement actions and adjustments made.



### Final Audit Report and Follow-Up

- **Action Item:** Compile and deliver the final audit report and conduct follow-up to ensure the implementation of corrective actions.
- **Deliverable:**
  - Final audit report providing a comprehensive summary of findings, corrective actions taken, and any outstanding issues.
  - Follow-up documentation and verification reports confirming the effectiveness of corrective actions.

### Project Closure and Feedback Collection

- **Action Item:** Finalize the project, review outcomes with stakeholders, and collect feedback to assess satisfaction and areas for improvement.
- **Deliverable:**
  - Project closure report summarizing the completed tasks, achievements, and lessons learned.
  - Client feedback survey results and analysis to gauge project success and identify opportunities for improvement.

To avail of our professional services kindly contact [hello@consultareinc.com](mailto:hello@consultareinc.com) or call 1-202-982-3002.