



Organic Internal Audit Action Items

Initial Planning and Setup

- **Action Item:** Schedule Initial Consultation
 - **Deliverable:** Meeting agenda and consultation notes outlining audit objectives and scope.
- **Action Item:** Define Audit Scope and Objectives
 - **Deliverable:** Detailed audit plan including scope, objectives, and schedule.

Pre-Audit Documentation Review

- **Action Item:** Collect and Review Documentation
 - **Deliverable:** Compilation of Organic System Plan (OSP), records, and previous audit reports.
- **Action Item: Assess** Documentation Compliance
 - **Deliverable:** Pre-audit compliance review report identifying gaps and discrepancies.

On-Site Internal Audit

- **Action Item:** Conduct Facility Inspection
 - **Deliverable:** Inspection report detailing observations, practices, and compliance status.
- **Action Item: Interview Key Personnel**
 - **Deliverable:** Interview summaries and notes on staff knowledge and practice adherence.
- **Action Item: Review Operational Processes**
 - **Deliverable:** Operational assessment report including process evaluation and compliance findings.

Gap Analysis

- **Action Item:** Identify Compliance Gaps
 - **Deliverable:** Gap analysis report highlighting discrepancies between current practices and organic standards.
- **Action Item:** Prioritize Issues for Correction
 - **Deliverable:** List of prioritized issues with recommendations for corrective actions.

Corrective Action Plan Development

- **Action Item: Develop Corrective Action Plan**
 - **Deliverable:** Detailed corrective action plan outlining specific actions, responsible parties, and timelines.
- **Action Item: Review and Approve Action Plan**
 - **Deliverable:** Finalized corrective action plan approved by relevant stakeholders.



Implementation Support

- **Action Item: Assist in Implementing Corrective Actions**
 - **Deliverable:** Progress reports on the implementation of corrective actions and adjustments.
- **Action Item: Provide Ongoing Guidance**
 - **Deliverable:** Support documentation and advice on addressing challenges during implementation.

Follow-Up Auditing

- **Action Item: Schedule Follow-Up Audit**
 - **Deliverable:** Follow-up audit schedule and plan.
- **Action Item: Conduct Follow-Up Audit**
 - **Deliverable:** Follow-up audit report verifying the effectiveness of corrective actions.

Training and Capacity Building

- **Action Item: Develop Training Materials**
 - **Deliverable:** Training manuals and resources on organic compliance and best practices.
- **Action Item: Conduct Training Sessions**
 - **Deliverable:** Training session reports and participant feedback forms.

Continuous Improvement and Support

- **Action Item: Provide Ongoing Improvement Recommendations**
 - **Deliverable:** Continuous improvement report with recommendations and action items for future compliance.
- **Action Item: Update on Regulatory Changes**
 - **Deliverable:** Regular updates and briefings on changes in organic regulations and industry standards.

Audit Reporting and Documentation

- **Action Item: Prepare Final Audit Report**
 - **Deliverable:** Comprehensive final audit report summarizing findings, corrective actions, and compliance status.
- **Action Item: Review Audit Report with Client**
 - **Deliverable:** Meeting notes and action items from the review discussion of the final audit report.

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