

## **FWGA MEMBERSHIP APPLICATION:**

### **PLANT FOOD QUALITY AUDIT CHECK LIST – F&B MEMBERS**

This checklist sets forth the general guidelines to help assess a food processing plant existing systems and practices capabilities towards production of quality products. It entails examining select top line aspects that demonstrate existence of the basic safety and quality practices in food manufacturing environments as per ISO standards.

This document is for use as an audit report in determining a facility’s compliance to Fortified Whole Grain Alliance standards and requirements for F&B members joining the alliance as set forth in this document and other supporting documents. A trained food quality systems auditor will undertake the audit.

The checklist describes the findings and /or recommendations as of the date undertaken. It does not:-

- Purport the adequacy of the Quality Management System used by the facility... food safety system, QA/QC systems, ISO standards etc.
- Accept any responsibility as to whether the facility carries out the recommendations therein (if any)
- Assume any responsibility for the programs and/or facility being audited.
- Intent for use for other purposes but solely by FWGA simply as a means of promoting production and consumption of safe and nutritious foods.

Only Food and Beverage Alliance members committed to supplying high quality Fortified Whole Grains and Blends that undergo a successful verification process (audit) will be entitled to use the Fortified Whole Grain stamp on their packaging.

#### **Business information**

<b>Company Name:</b>		<b>Audit Date:</b>	
<b>Plant Address:</b>		<b>Auditor Name:</b>	
<b>Contact Person:</b>	<b>Name:</b>	<b>Company associate/s accompanying Auditor</b>	
	<b>Phone:</b>		
	<b>Email:</b>	<b>Products produced by the Plant:</b>	

#### **Audit Rating and Score**

Audit observations categorization will be in three levels denoting extend of compliance to required food safety and quality standards:-

- i. Non –Existent – absence or lack of evidence for the parameter under audit
- ii. Partially Satisfactory – where some elements of the parameter under audit are available/evident
- iii. Satisfactory – where full evidence (or to a great extend) of the parameter being audited can be demonstrated and supported by necessary documentation as per quality standards

A score value (points) of 0,1 & 3 will apply as per the audit observations categorization i, ii & iii (above) respectively. The maximum audit points will be 60 (100%). A minimum overall score of 70% will be required to permit use of the Alliance Stamp on member packaging materials and other publications as established by FWGA.

#	Evaluation Check Point	AUDITORS OBSERVATIONS/FINDING			COMMENTS
		Non-Existent	Partially Satisfactory	Satisfactory	
1	Are plant grounds, buildings and general environment suited to facilitate food production operations				
2	Facility design/ suitability for linear process flow				
3	Procedures to guide outsourced processes ... RM & other process inputs suppliers				
4	Availability and use of ingredients and finished products specifications e.g. aflatoxin & moisture limits				
5	A documented quality management system (QMS) and its scope: Quality policy				
6	Food safety system/ practices in place				
7	QA/QC written and practiced programs in place detailing policies and procedures				
8	Product traceability system				
9	Availability of quality records and fortification data (if applicable)				
10	A documented GMP program including employee hygiene practices, plant cleaning and waste/pest management programs				
11	Written maintenance protocols on equipment/ machinery supported by records				
12	Are there existing production control measures suitable for achieving product quality				
13	Data/records on process monitoring, measurement, analysis and evaluation for quality sustenance: Calibration records				

14	Non-conforming outputs records and corrective actions				
15	Customer complaint and product traceability programs				
16	Packaging materials quality monitoring and adherence to labelling requirements				
17	Resource management programs including staff training/ competence evaluations				
18	Staff roles and responsibilities				
19	Internal Audit program and results				
20	Procedure for management review and results				

### Summary of Audit Findings

	Category	Rating	Audit Finding (Nos.)	Line Score
<i>i</i>	Non-Existent	0		
<i>ii</i>	Partially Satisfactory	1		
<i>iii</i>	Satisfactory	3		
<b>TOTAL SCORE</b>				
<b>% SCORE</b>				