

Supplier Audit Check List

Supplier Name: United Vegetables Limited

Audit Reference: 2

Planned date: 01-04-2014

Audit date: _____

Notes:

HH01-1 Housekeeping and Hygiene

Standard

Housekeeping and cleaning systems shall be in place which ensure appropriate standards of hygiene are maintained at all times and that risk of contamination is minimised.

Have housekeeping and cleaning systems in place which ensure that good standards of hygiene are maintained at all times and the risks of contamination is minimised. A contract cleaning company is employed to carry out cleaning on the site. The details covering housekeeping and hygiene can be found in the Quality Manual - Cleaning of Procedure (Doc Ref: 3.8).

Observation

Score (Max: 3) 1 2 3

Not performed

Carry forward to next audit

HH02-1 Documented cleaning schedules

Standard

Documented cleaning schedules shall be in place and maintained for the building, services, plant and all equipment.

Documented cleaning schedules are in place. Schedules detail frequency of cleaning, cleaning methods, chemicals to be used and protective equipment to be worn. Schedules cover all areas. Schedules seen at time of audit - all current. All cleaning schedules are written and controlled by the contract cleaning company.

Observation

Score (Max: 3) 1 2 3

Not performed

Carry forward to next audit

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HH03-1 Cleaning practices

Standard

Cleaning practices shall be completed so as to minimise risk of contamination.

There is a 'Clean as You Go' Policy (Doc Ref: 3.8a) in place for during production hours. All additional cleaning is carried out once production has finished - between 7pm and 3am. All contract cleaning staff are trained by their employer - training records for cleaners are held but are accessible on request. All cleaning equipment is supplied by the contract cleaners. A small quantity of cleaning solution (FPC) is stored on site. COSHH data held on site for FPC. Area where this is stored is locked but not bunded - area where this is stored is not near any drains and the drains on site do not join main sewers. The issue regarding bunding is currently being looked into so this not being raised as a non-conformance at the present time. FPC is a mild detergent and it is not considered a risk to the environmental so at the present time it is not felt necessary for bunding of this storage area. All equipment used during the day for the cleaning of canteens and toilets is colour coded and stored separately. Equipment used for toilets is segregated from equipment used for canteens.

Observation

Score (Max: 3) 1 2 3

Not performed

Carry forward to next audit

HH04-1 Cleaning and housekeeping

Standard

Cleaning and housekeeping shall be carried out in accordance with documented procedures and records shall be maintained.

Cleaning is carried out in accordance with documented schedules/procedures. Schedules for the cleaning of staff facilities are in progress (see NCR A107). Documented records are held for all cleaning.

Observation

Score (Max: 3) 1 2 3

Not performed

Carry forward to next audit

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HH05-1	Cleaning effectiveness
Standard The effectiveness of the cleaning and sanitation procedures shall be verified and recorded. Effectiveness of cleaning is checked by Night Cleaning supervisors - records signed. Once a week a Manager from the contract cleaner inspects records and areas to ensure that they are completed correctly - signs records. Cleaning is randomly spot checked and results recorded on Site Audit report.	
Observation 	
Score (Max: 3)	1 2 3
	<i>Not performed</i>
	<i>Carry forward to next audit</i>

HH06-1	Cleaning disinfection processes
Standard Disinfection processes, where applicable, shall be in place to effectively control microbiological risk. These processes shall be documented and the effectiveness of the disinfection process verified on a regular basis based upon risk assessment.	
Observation 	
Score (Max: 3)	1 2 3
	<i>Not performed</i>
	<i>Carry forward to next audit</i>

HH07-1	Cleaning chemicals
Standard Cleaning chemicals shall be fit for purpose, suitably labelled, secured in closed containers and used in accordance with manufacturers' instructions. Cleaning chemicals used are appropriate for the job - COSHH data held and H&S Risk assessment in place. Chemicals used are supplied by contract cleaning company.	
Observation 	
Score (Max: 3)	1 2 3
	<i>Not performed</i>
	<i>Carry forward to next audit</i>