

SOP: Record-keeping and Food Safety Audit Processes

This SOP details the **record-keeping and food safety audit processes** essential for maintaining compliance with food safety regulations and ensuring product quality. It covers systematic documentation of food safety data, routine audit procedures, corrective actions, and continuous monitoring to uphold hygiene standards and traceability throughout the food production cycle.

1. Purpose

To establish and maintain systematic processes for accurate record-keeping and food safety audits, ensuring compliance with applicable food safety regulations, protection of public health, and consistent product quality.

2. Scope

This SOP applies to all employees engaged in food production, handling, storage, and services, including management, quality assurance, and food safety audit personnel.

3. Responsibilities

- **Food Safety Manager:** Ensure procedures are implemented and maintained. Oversee audits and record review.
- **Staff:** Accurately complete and maintain required records; cooperate during audits.
- **Auditors:** Conduct scheduled and unscheduled audits; document findings and recommend corrective actions.

4. Procedure

1. Record-Keeping

- Complete records promptly at the time and place tasks are performed.
- Utilize approved record forms (digital or hard copy) for:
 - Temperature logs (refrigerators, freezers, cooked foods)
 - Sanitation and cleaning checklists
 - Employee training records
 - Traceability and supplier logs
 - Pest control records
 - Batch or lot records
- Retain records for the mandated period (minimum 3 years or per regulatory requirement).
- Ensure records are legible, accurate, and readily accessible.

2. Food Safety Audit Processes

- Schedule internal and external audits at least **twice yearly**, or as required by law or customer agreements.
- Audit preparation:
 1. Notify relevant departments of upcoming audits.
 2. Review previous audit reports and corrective action status.
- During audit:
 1. Verify adherence to food safety protocols (HACCP, GMP, SOPs).
 2. Review records and documentation for completeness and accuracy.
 3. Observe production, storage, and sanitation practices.
 4. Interview staff as necessary.
- Document findings, classify non-conformances, issue audit report within 5 business days.

3. Corrective Actions & Continuous Monitoring

- Identify root cause of non-conformance.
- Implement corrective actions, assigning responsible persons and deadlines.
- Verify and validate effectiveness of corrective actions.
- Monitor ongoing compliance and update procedures as needed.

5. Documentation & Forms

Form Name	Description	Retention
Temperature Log Sheet	Records daily temperature checks	3 years
Cleaning & Sanitation Checklist	Confirms routine cleaning activities	3 years
Training Record	Documents employee food safety training	3 years
Audit Report	Internal/External audit findings	5 years
Corrective Action Report	Records identified issues and resolutions	5 years

6. References

- Food Safety Standards (e.g., FDA, FSMA, GFSI, ISO 22000)
- Company Food Safety Policy

7. Revision History

Version	Date	Description	Author
1.0	2024-06-11	Initial release	QA Manager