

A-Z GENERIC QUALITY ASSURANCE SYSTEM AUDIT PREPARATION CHECKLIST

This checklist is designed to be used as a general reference guide to support and assist in the preparation of QA audits. Further assistance/advice may be required to tailor the form to suit the business. It should be utilised as a starting point and customized to suit each individual business.

- Book/Confirm Audit Date(s) with Certification Body – Date(s): _____
- Cleaning Record(s)
- Cool Store(s) Calibration
- Corrective Action Record(s) Review
- Customer Product Specification(s)
- Environmental Monitoring Records
- Foreign Object Audit(s)
- Glass Audit(s)
- Incident Management Plan
- Incident Test Scenario
- Insurance documents
- Internal Audit(s)
- Label Review(s)
- Management Review(s)
- Mock Recall(s)
- MRL/Microbial Testing
- Non-Produce Approved Supplier List
- Organisation Diagram
- Packaging Specifications Review
- Permitted Item(s)
- Pest Control Records
- Plant & Equipment Maintenance Records

- Pre-Operation Records
- Produce Approved Suppliers
- Production Records (Preharvest, postharvest & fertiliser records)
- Quality Assurance Support Documentation Review
- Quality Check Record(s)
- Retention Sample Record(s)
- Returned Stock/Complaints Record(s)
- Review Scope of Operations & Activities
- Risk Assessment Review(s)
- Scale Calibration(s)
- Safety Data Sheets – Chemicals, Pest Control & Cleaning
- Set Weight(s) Calibration
- Site(s) Map Review
- Staff Training Record(s)
- Temperature Probe Calibration(s)
- Vehicle Cleaning Record(s)
- Water Microbial Testing Record(s)
- Water Treatment Record(s)
- Weight Check Record(s)

Other Comments:

Disclaimer: This checklist is generic in nature and is designed for use as a guide only. Further advice and/or activities may be required to comply with specific quality assurance programs. Not all the elements listed maybe required for compliance to your QA standard(s).

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