ISO 22000:2018 Master Internal Audit Checklist

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Before you begin auditing, review and edit the process name list in Cell B445. This will populate the drop-down menus in Column E and various axes within the audit result charts. Use the drop-down menu in Column F to select one of four audit findings defined by the audit criteria. Column G will automatically display a recommendation based on the audit finding. The response is then automatically represented as an 'x' in either Column H, I, J, or K. These columns are hidden. The indicator in Column L will update according to the perceived level of risk, e.g., minor or major. (Ref. Clause 6.4.8, ISO 19011:2018). Use the drop-down menus in Col M to select an appropriate root-cause. You can change this list by editing the root-cause list in Cell M445. Describe how to correct a nonconformance or adopt an opportunity in Col N. Record audit evidence, such as document numbers and revisions in Col O.

						Audit Findings & Actions									
Main Clause	Sub-clause	Clause Title	Q-No	Requirements/Questions	Process Name	Audit Result	Recommendations	Conforms	Minor NC	Major NC	OFI	Score	Possible Root-cause	Action Plan	Audit Evidence & Notes
4.1	4.1	Organizational Context	1	Has your organization determined external and internal issues (Incl. whether climate change is a relevant issue [Amd 1:2024]) are applicable to its purpose and its strategic direction that affects its ability to achieve the intended result(s) of its FSMS?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100	Human - Poor employee involvement	Reinforce training	
4.1	4.1	Organizational Context	2	Does your organization monitor and review information about these external and internal issues?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100	Process - Procedures or work-instructions were inadequate/non-existent	Review and rewrite WI	
4.2	4.2	Relevant Interested Parties	3	Does your organization determine the interested parties that are relevant to the FSMS?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100	Human - Lack of skill, training or experience	Reinforce training	
4.2	4.2	Relevant Interested Parties	4	Does your organization determine the requirements (Incl. those relating to climate change [Amd 1:2024]) of the interested parties that are relevant to the FSMS?	Design & Development	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
4.2	4.2	Relevant Interested Parties	5	Does your organization monitor and review information about these interested parties and their relevant requirements?	Business Review	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100	Process - Procedure was contradictory or confusing	Review and rewrite procedure	
4.3	4.3	Management System Scope	6	Does your organization determine the boundaries and applicability of the FSMS to establish its scope?	Management System	Major NC	Contain the problem imediately. Identify the root-cause within one week and correct.	0	0	x	0	25	Human - Inadequate management involvement	Reinforce training	
4.3	4.3	Management System Scope	7	Does the scope specify the products and services, processes and production site(s) that are included in the FSMS?	Management System	Major NC	Contain the problem imediately. Identify the root-cause within one week and correct.	0	0	x	0	25	Human - Inadequate management involvement	Reinforce training	
4.3	4.3	Management System Scope	8	Does the scope include the activities, processes, products or services that can have an influence on the food safety of its end products?	Management System	Major NC	Contain the problem imediately. Identify the root-cause within one week and correct.	0	0	x	0	25	Human - Inadequate management involvement	Reinforce training	
4.3	4.3	Management System Scope	9	When determining this scope, has your organization considered the external and internal issues referred to in 4.1?	Management System	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
4.3	4.3	Management System Scope	10	When determining this scope, has your organization considered the requirements of relevant interested parties referred to in 4.2?	Management System	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
4.3	4.3	Management System Scope	11	Is the scope of your organization's FSMS available and maintained as documented information and available to interested parties and workers? (See 7.5.1a)	Management System	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
4.4	4.4	Food Safety Management System	12	Has your organization established, implemented, maintained and continually improved its FSMS, including the processes needed and their interactions, in accordance with the requirements of ISO 22001:2018?	Management System	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.1	5.1a	Leadership & Commitment	13	Does Top management demonstrate leadership and commitment with respect to the FSMS by ensuring that the food safety policy and the objectives of the FSMS are established and are compatible with the strategic direction of the organization?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.1	5.1b	Leadership & Commitment	14	Does Top management demonstrate leadership and commitment with respect to the FSMS by ensuring the integration of the FSMS requirements into the organization's business processes?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.1	5.1c	Leadership & Commitment	15	Does Top management demonstrate leadership and commitment with respect to the FSMS by ensuring that the resources needed for the FSMS are available?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.1	5.1d	Leadership & Commitment	16	Does Top management demonstrate leadership and commitment with respect to the FSMS by communicating the importance of effective food safety management and conforming to the FSMS requirements, applicable statutory and regulatory requirements, and mutually agreed customer requirements related to food safety?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.1	5.1e	Leadership & Commitment	17	Does Top management demonstrate leadership and commitment with respect to the FSMS by ensuring that the FSMS is evaluated and maintained to achieve its intended result(s)? (see 4.1)	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.1	5.1f	Leadership & Commitment	18	Does Top management demonstrate leadership and commitment with respect to the FSMS by directing and supporting persons to contribute to the effectiveness of the FSMS?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.1	5.1g	Leadership & Commitment	19	Does Top management demonstrate leadership and commitment with respect to the FSMS by promoting continual improvement?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.1	5.1h	Leadership & Commitment	20	Does Top management demonstrate leadership and commitment with respect to the FSMS by supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.2	5.2.1a	Establishing the FSMS Policy	21	Has Top management established, implemented and maintained a food safety policy that is appropriate to the purpose and context of the organization?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.2	5.2.1b	Establishing the FSMS Policy	22	Has Top management established, implemented and maintained a food safety policy that provides a framework for setting and reviewing the objectives of the FSMS?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.2	5.2.1c	Establishing the FSMS Policy	23	Has Top management established, implemented and maintained a food safety policy that includes a commitment to satisfy applicable food safety requirements, including statutory and regulatory requirements and mutually agreed customer requirements related to food safety?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.2	5.2.1d	Establishing the FSMS Policy	24	Has Top management established, implemented and maintained a food safety policy that addresses internal and external communication?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.2	5.2.1e	Establishing the FSMS Policy	25	Has Top management established, implemented and maintained a food safety policy that includes a commitment to continual improvement of the FSMS?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.2	5.2.1f	Establishing the FSMS Policy	26	Has Top management established, implemented and maintained a food safety policy that addresses the need to ensure competencies related to food safety?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.2	5.2.2	Communicating the FSMS Policy	27	Is the food safety policy available and maintained as documented information? (See 7.5.1a)	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.2	5.2.2	Communicating the FSMS Policy	28	Is the food safety policy communicated, understood and applied at all levels within the organization?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.2	5.2.2	Communicating the FSMS Policy	29	Is the food safety policy available to relevant interested parties, as appropriate?	Business Planning	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.3	5.3.1	Roles, Responsibilities & Authorities	30	Does Top management ensure that the responsibilities and authorities for relevant roles are assigned, communicated and understood, and maintained as documented information?	HR & Training	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.3	5.3.1a	Roles, Responsibilities & Authorities	31	Has Top management assigned the responsibility and authority for ensuring that the FSMS conforms to the requirements of ISO 22000:2018?	HR & Training	Minor NC	Identify and discuss the root-cause within 4 weeks and correct.	0	x	0	0	75	Human - Poor employee involvement	Reinforce training	
5.3	5.3.1b	Roles, Responsibilities & Authorities	32	Has Top management assigned the responsibility and authority for reporting on the performance of the FSMS to Top management?	HR & Training	Major NC	Contain the problem imediately. Identify the root-cause within one week and correct.	0	0	x	0	25	Human - Poor employee involvement	Reinforce training	
5.3	5.3.1c	Roles, Responsibilities & Authorities	33	Has Top management assigned the responsibility and authority for appointing the food safety team and the food safety team leader?	HR & Training	Opportunity	Review and implement actions to deploy the opportunity to improve the process(s).	0	0	0	x	100	Opportunity for improvement	Job descriptions to be signed off	
5.3	5.3.1d	Roles, Responsibilities & Authorities	34	Has Top management assigned the responsibility and authority for designating persons with defined responsibility and authority to initiate and document action(s)?	HR & Training	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.3	5.3.2a	Roles, Responsibilities & Authorities	35	Is the food safety team leader responsible for ensuring the FSMS is established, implemented, maintained and updated?	HR & Training	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.3	5.3.2b	Roles, Responsibilities & Authorities	36	Is the food safety team leader responsible for managing and organizing the work of the food safety team?	HR & Training	Opportunity	Review and implement actions to deploy the opportunity to improve the process(s).	0	0	0	x	100	Opportunity for improvement	Job descriptions to be signed off	
5.3	5.3.2c	Roles, Responsibilities & Authorities	37	Is the food safety team leader responsible for ensuring relevant training and competencies for the food safety team (see 7.2)?	HR & Training	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			
5.3	5.3.2d	Roles, Responsibilities & Authorities	38	Is the food safety team leader responsible for reporting to top management on the effectiveness and suitability of the FSMS?	HR & Training	Conforms	Continue to monitor trends and indicators to determine ongoing stability.	x	0	0	0	100			