FOOD SAFETY SYSTEM CERTIFICATION 22000

ANNEX 2: CB AUDIT REPORT TEMPLATE FSSC 22000

Version 5 | May 2019

INTRODUCTION

This annex details the content that is required in the audit reports:
1. Stage 1 audit report
2. Stage 2 audit report

Note: a stage 2 audit report shall be used for all audits that are not stage 1 audits.

Where separate stage 1 and stage 2 audits are conducted use the relevant sections of the template as separate reports.

A CB that is not generating audit reports from the Portal shall ensure that their templates meet the requirements listed in this annex with regard to content (the order of the content is at the CB's discretion).

Audit checklists for ISO 22000:2018, the relevant PRP standard and the additional FSSC 22000 requirements are an inclusive part of the report and are to be issued with this report to the CB if they are separate documents.

All information in the audit report template shall be uploaded into the Portal along with attachments in PDF (original audit report, checklists, audit plan, audit program). Where nonconformity reports are separate to the audit report these shall be zipped with the audit report to facilitate uploading into the Portal.

This template is designed for food manufacturing audits and the ISO/TS 22002-1:2009 PRP is used here. For other PRP's the CB shall replace this PRP content with the relevant PRP based on the scope of the audit.

Special Audits – CB to use own template, although aspects of this template can be used (in case of scope extensions etc.)

STAGE 1 AUDIT REPORT

Organization profile	
Registered legal name	
Registration	
Location	
Contact person	
General description of audited organization	
Seasonal activities	

Head Office (where appropriate)	
Registered legal name	
Trading name(s)	
Registration	
Location	
Contact person	
Number of sites	
Head office functions	

Off-site Activities (where appropriate)	
Registered legal name	
Trading name(s)	
Registration	
Location(s)	
Contact person	
Activities at locations	

Multi-sites (where appropriate)	
Registered legal name	
Trading name(s)	
Registration	
Location(s)	
Contact person	
Activities at locations	

Audit details	
CB Name and office location	
Audit language	
Audit team	
Name 1 (role)	
Name 2 (role)	
Audit objective	
Audit criteria	
Audit type	
Audit dates, times and locations (where applicable)	

Audit scope	
Food category	
Scope statement	
Exclusions (when appropriate and detailed)	
Verification of the scope statement	

Audit program and plan	
Audit program	
Deviation from audit program	
Audit plan	
Deviation from audit plan	

Review of clients' preparedness for stage 2	
Management system documentation	
Client's site-specific conditions	
Status with regard to: 1) **Key performance** 2) **Processes** 3) **Objectives** 4) **Operation of MS**	
Detail: 1) **Processes and equipment used** 2) **Level of controls established** 3) **Applicable statutory and regulatory requirements**	
Internal Audit	
Management Review	

Review for stage 2	
Allocation of resources	
Planning needs	

Areas of concern (could be classified as nonconformities during stage 2)	
Standard/Clause	Finding

Outcome of stage 1		
	☐	Stage 1 audit to be repeated
	☐	Proceed to stage 2 audit

STAGE 2 AUDIT REPORT

Organization profile	
Registered legal name	
Registration	
Location	
Contact person	
General description of audited organization	
Seasonal activities	

Head Office (where appropriate)	
Registered legal name	
Trading name(s)	
Registration	
Location	
Contact person	
Number of sites	
Head office functions	

Off-site Activities (where appropriate)	
Registered legal name	
Trading name(s)	
Registration	
Location(s)	
Contact person	
Activities at locations	

Multi-sites (where appropriate)	
Registered legal name	
Trading name(s)	
Registration	
Location(s)	
Contact person	
Activities at locations	

FSSC 22000

Audit scope	
Food category	
Scope statement	
Exclusions (when appropriate)	
Verification of the scope statement	

Audit details	
Certificate number	
CB Name and office location	
Audit language	

Audit team		
Name 1 (role)		
Name 2 (role)		
Name 3 (role)		
Audit objective		
Audit criteria		
Audit type	☐ Stage 2 ☐ Surveillance ☐ Recertification	☐ Surveillance (UA) ☐ Recertification (UA) ☐ Transition
Audit Complexity	☐ Standalone FSSC 22000 audit ☐ Combined/Integrated with other standards - Provide details:	
Audit dates, times and locations (where applicable)		

Audit program and plan	
Audit program	
Deviation from audit program	
Audit plan	
Deviation from audit plan	

FSSC 22000

Audit details previous audit	
Audit type	
Audit date	
CB conducting audit	
Closure of NC's from previous audit	
Significant changes since last audit	

Executive summary	
Audit summary	
Conformation that audit objectives have been fulfilled	
Unresolved issues	

Summary of audit findings	
# Critical nonconformities	
# Major nonconformities	
# Minor nonconformities	

Audit recommendation	
Initial certification	Yes ☐ No ☐ Not applicable ☐
Continue certification	Yes ☐ No ☐ Not applicable ☐
Re-certification	Yes ☐ No ☐ Not applicable ☐

CHECKLISTS

ISO 22000:2018		Conform*		Remark
Clause	**Requirement**	**Yes**	**No**	If No – detail NC reference Justify "not applicable" clauses
4	**Context of the organization**	☐	☐	
4.1	Understanding the organization and its context	☐	☐	
4.2	Understanding the needs and expectations of interested parties	☐	☐	
4.3	Determining the scope of the food safety management system	☐	☐	
4.4	Food safety management system	☐	☐	
Summary:				

ISO 22000:2018		Conform*		Remark
Clause	**Requirement**	**Yes**	**No**	**If No – detail NC reference** **Justify "not applicable" clauses**
5	**Leadership**	☐	☐	
5.1	Leadership and commitment	☐	☐	
5.2	Policy	☐	☐	
5.3	Organizational roles, responsibilities and authorities	☐	☐	
Summary:				

FSSC 22000

ISO 22000:2018		Conform*		Remark
Clause	**Requirement**	**Yes**	**No**	**If No – detail NC reference** **Justify "not applicable" clauses**
6	**Planning**	☐	☐	
6.1	Actions to address risks and opportunities	☐	☐	
6.2	Objectives of the food safety management system and planning to achieve them	☐	☐	
6.3	Planning of changes	☐	☐	
Summary:				

ISO 22000:2018		Conform*		Remark
Clause	**Requirement**	**Yes**	**No**	**If No – detail NC reference** **Justify "not applicable" clauses**
7	**Support**	☐	☐	
7.1	Resources	☐	☐	
7.2	Competence	☐	☐	
7.3	Awareness	☐	☐	
7.4	Communication	☐	☐	
7.5	Documented information	☐	☐	
Summary:				

FSSC 22000

ISO 22000:2018		Conform*		Remark
Clause	Requirement	Yes	No	If No – detail NC reference Justify "not applicable" clauses
8	**Operation**	☐	☐	
8.1	Operational planning and control	☐	☐	
8.2	Prerequisite programs (PRPs)	☐	☐	
8.3	Traceability system	☐	☐	
8.4	Emergency preparedness and response	☐	☐	
8.5	Hazard control	☐	☐	
8.6	Updating the information specifying the PRPs and the hazard control plan	☐	☐	
8.7	Control of monitoring and measuring	☐	☐	
8.8	Verification related to PRPs and the hazard control plan	☐	☐	
8.9	Control of product and process nonconformities	☐	☐	
Summary:				

ISO 22000:2018		Conform*		Remark
Clause	Requirement	Yes	No	If No – detail NC reference Justify "not applicable" clauses
9	**Performance evaluation**	☐	☐	
9.1	Monitoring, measuring, analysis and evaluation	☐	☐	
9.2	Internal audit	☐	☐	
9.3	Management review	☐	☐	
Summary:				

ISO 22000:2018		Conform*		Remark
Clause	**Requirement**	**Yes**	**No**	**If No – detail NC reference** **Justify "not applicable" clauses**
10	**Improvement**	☐	☐	
10.1	Nonconformity and corrective action	☐	☐	
10.2	Continual improvement	☐	☐	
10.3	Update of the food safety management system	☐	☐	
Summary:				

* indicate compliance (Yes), non-conformance (No), nonconformities to be detailed in nonconformity table;

ISO/TS 22002:1: 2009 (example)		Conform*		Remark
Clause	Requirement	Yes	No	If No – detail NC reference Justify "not applicable" clauses
4	Construction and layout of buildings	☐	☐	
Summary:				
5	Layout of premises and workspace	☐	☐	
Summary:				
6	Utilities – air, water, energy	☐	☐	
Summary:				
7	Waste disposal	☐	☐	
Summary:				
8	Equipment suitability, cleaning and maintenance	☐	☐	
Summary:				
9	Management of purchased materials	☐	☐	
Summary:				

ISO/TS 22002:1: 2009 (example)		Conform*		Remark
Clause	Requirement	Yes	No	If No – detail NC reference Justify "not applicable" clauses
10	Measures for prevention of cross-contamination	☐	☐	
Summary:				
11	Cleaning and sanitizing	☐	☐	
Summary:				
12	Pest control	☐	☐	
Summary:				
13	Personal hygiene and employee facilities	☐	☐	
Summary:				
14	Rework	☐	☐	
Summary:				
15	Product recall procedures	☐	☐	
Summary:				

ISO/TS 22002:1: 2009 (example)		Conform*		Remark
Clause	Requirement	Yes	No	If No – detail NC reference Justify "not applicable" clauses
16	Warehousing	☐	☐	
Summary:				
17	Product information/consumer awareness	☐	☐	
Summary:				
18	Food defense, biovigilance and bioterrorism	☐	☐	
Summary:				

* indicate compliance (Y), non-conformance (N), nonconformities to be detailed in nonconformity table; detail any not-applicable clauses with reasons

FSSC 22000, Additional Requirements		Conform*		Remark
Clause	**Requirement**	**Yes**	**No**	**If No – detail NC reference** **Justify "not applicable" clauses**
2.5.1	**Management of services**	☐	☐	
Summary:				
2.5.2	**Product labelling**	☐	☐	
Summary:				
2.5.3	**Food defense**	☐	☐	
Summary:				
2.5.4	**Food fraud mitigation**	☐	☐	
Summary:				
2.5.5	**Logo use**	☐	☐	
Summary:				
2.5.6	**Product release**	☐	☐	
Summary:				
2.5.7	**Management of allergens** **(C, E, F, G, I, K)**	☐	☐	
Summary:				

FSSC 22000, Additional Requirements			

FSSC 22000, Additional Requirements		Conform*		Remark
Clause	Requirement	Yes	No	If No – detail NC reference Justify "not applicable" clauses
2.5.8	**Environmental monitoring (C, I, K)**	☐	☐	
Summary:				
2.5.9	**Transport and delivery (FI)**	☐	☐	
Summary:				

* indicate compliance (Y), non-conformance (N), nonconformities to be detailed in nonconformity table; detail any not-applicable clauses with reasons

NONCONFORMITIES

Critical Nonconformities					
#	Requirement Reference (std., clause)	Finding details (statement of NC and objective evidence)	Correction (to address immediate issue)	Root Cause Analysis (determine why it arose)	Corrective Action Plan (action to prevent repeat; person responsible, due date for completion)
1					
Reviewed by:				Review date:	
Evidence of correction/corrective action reviewed:					
Date of suspension:					
Date of new audit planned:					

Major Nonconformities					
#	Requirement Reference (std., clause)	Finding details (statement of NC and objective evidence)	Correction (to address immediate issue)	Root Cause Analysis (determine why it arose)	Corrective Action Plan (action to prevent repeat; person responsible, due date for completion)
1					
Reviewed by:				Review date:	
Evidence of correction/corrective action reviewed:				Outcome of follow-up audit:	
Date of follow-up audit:					

FSSC 22000

Minor Nonconformities						
#	Requirement Reference (std., clause)	Finding details (statement of NC and objective evidence)	Correction (to address immediate issue)	Root Cause Analysis (determine why it arose)	Corrective Action Plan (action to prevent repeat; person responsible; due date for completion)	Review (auditor/date of review; detail evidence reviewed; acceptance of correction and CAP for minors)
1						
2						
3						
4						
5						
6						

FSSC 22000

Audit Duration					
Audit duration calculation (auditor days)					
Audit time deviations					
Additional audit time for off-site activities					
On-site audit time calculation					
D	H	MS	FTE	FSSC Additional	FSSC Upgrade
Total time on-site					
Other standards					
Number of HACCP studies					
Number of employees (FTEs)					
Number of shifts					
Employees per shift (FTE)					
Off-site activities					

Annexes provided to client
Annex 1: Audit plan
Annex 2: Audit program
Annex 3: Attendance sheet

Auditing is based on sampling
The audit itself and this report represent only the extent of assessment that took place within the time available; as such they are a sample. They cover only what became evident at the time.

This report remains the property of the Certification Body.