	<p>Document Title:</p> <p>FOOD SAFETY PROGRAM</p>			<p>Volume Number:</p>	
<p>Department Overseer:</p> <p>Your Name</p>	<p>Issue Date:</p>	<p>Supersedes:</p>	<p>Next Revision Date:</p>	<p>Policy :</p>	<p>Edition:</p>

PURPOSE:

To ensure compliance with the plant's food safety program, quality procedures, and USDA standards; to serve as coordinators for corrective and preventive actions; and to safeguard product integrity against any potential adulteration.

ASSOCIATED MATERIALS

1. FSA,RLM consolidated manual
2. Previous audit results
3. Work requisition form
4. Corrective/preventive action request

INSTRUCTIONS

1. The Food Safety Department will lead and oversee all food safety audits by developing an audit schedule, identifying the departments and/or areas to be audited, and determining the audit dates and timeframes at its discretion. Each of the designated departments and/or areas listed below will be audited once per month in accordance with the established schedule.

Warehouse Area	Production area
<ul style="list-style-type: none"> ● Coolers ● Shipping and receiving food safety program ● Sanitation and maintenance storage rack ● Sanitation room ● Maintenance workshop ● Water chiller ● Offices <ul style="list-style-type: none"> ○ Sanitation ○ Maintenance ○ Production ○ QA offices ○ Warehouse office ● QA Laboratory ● Restrooms and locker rooms ● Lunchroom 	<ul style="list-style-type: none"> ● RTE line (process to packaging) ● RAW line (process to packaging) ● Assembling line (process to packaging) ● Production building (walls, overheads and grounds) ● Production food safety program ● Production HACCP program ● Ingredient room



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<p>Exteriors</p> <ul style="list-style-type: none"> ● Parking lots ● Trash container areas ● Roof 	<p>Front offices</p> <ul style="list-style-type: none"> ● Lobby ● Sales ● Finance V.P. ● Sales V.P. ● Operation V.P. ● Test kitchen ● Accounting ● Copy room ● Human Resources ● Restrooms
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2. The food safety internal auditing team will meet in the training room on Wednesdays at 10am where a brief opening meeting will be held. Areas will be distributed with their respective checklist
3. The food safety internal auditing team will audit the entire plant including the food safety and HACCP programs of each department once a month
4. Plant has been divided into four general areas, including sub areas within that department and the food safety and HACCP program will also be covered by these audits
5. When an extended external audit will be performed like USDA, FSA/ RLM, etc. that audit will validate the internal audits for the current month.
6. Check lists must be filled as follows:
 - o Make sure to fill the check list as neat and detailed as possible.
 - o As you read the checklist evaluate the situation and mark the "PASS" field by marking "YES" or "NO"
 - o There should be no blanks at the "COMMENT/WO" field. If it's a passing calcification make sure to add positive comments. On the contrary if the calcification is not passing make sure to add the negative comment and open a work order. The number of the work order should be written in that same space.
 - o All checklists of department will audited, except the checklist (HACCP audit) and (GMP audit) when you are filling this checklist, make sure to fill out the "Department audited" section with the department assigned to you and follow the previous points for the rest of the checklist
 - o Lastly make sure you write down your name and date on each inspection
7. Weekly food safety audit findings are to be solved by each department manager in his/her own department.
8. Work orders should be filled as follows:
 - o Make sure to fill the work order as neat and detailed possible

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- o You must include machine, code, date opened, responsible, name, and due date.
 - o For normal priority work orders the food safety system will allow a gap of 15 days for the order to be closed. These orders are the ones that have a low risk of contamination, such as a dirty wall or a damaged wall
 - o For high priority work orders the originator will determine whether the job has to be done immediately or the gap will be set for 3 days. These orders are the ones that have a high risk of contamination, such as a contact with product metal to metal/plastic, or plastic to plastic/metal friction, this would be a sample of an immediate response and the order will be recorded and closed on the spot. Any other finding close to, but not in contact with the product would be set for a response of 3 days.
9. Each department manager is responsible for closing work orders that are generated based on the food safety audit findings pertaining to his/her own department, copy of the closed work orders will be given to the originator when the area is inspected again so they can follow up and evaluate if the work was done properly.
 10. Each department manager is responsible for conducting a follow-up of work orders generated as a result of their food safety audits
 11. The food safety manager will evaluate the audit findings and score the plant. Every inspection will be scored according to the USDA standards.
 - 50 - Does not meet the criteria (Critical Non-conformity)
 - 25 - Does not meet the criteria (Major Non-conformity)
 - 2 - Does not meet the criteria because of minor variations (Minor Non-conformity)
 - 1 - Opportunity for improvement
 - 0 - Meets the criteria
 12. Food safety manager/ Sanitation Department Overseer will be responsible for evaluating the audit findings and issue a corrective action if negative trends or major findings are detected using the quality procedure manual corrective action. Follow up to corrective and preventive actions will be done throughout the quality system and the quality surveillance equipment.
 13. The food safety manager is responsible of inputting the findings into the food safety computer database located in the sanitation manager office to generate findings report, and to issue a copy to the plant manager to communicate them of the findings as well as the improvement areas that need to be worked on
 14. The food safety audit results will be presented to the management team on a monthly basis.