

	AUDIT PROCEDURE FOR FOOD SAFETY MANAGEMENT SYSTEM	Document Code	BQP.19
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1. PURPOSE

The purpose of this procedure is to determine the methods and responsibilities to be applied for implementation of FSMS audits.

2. DEFINITIONS

FSMS: Food Safety Management System

3. APPLICATION

3.1. General

FSMS audits are carried out on the basis of Audit Procedure. In addition to the applications given in Audit Procedure, the issues to be dealt with in FSMS audits are given in this procedure.

3.2. Preparation of Audit Plan

The following criteria should be taken into account when preparing an audit plan;

- Customer body's size and complexity
- Technological and legal conditions
- Subcontracting any of the activities within the scope of FSMS
- Previous audit results
- Considering multi-fields
- HACCP plan numbers

3.3. First Certification Audit

3.3.1. ISO 22000 first certification audits are carried out as two-stage (2), Stage 1 and Stage 2

3.3.2. Stage 1

3.3.2.1. The purpose of Stage 1 is to determine a focus point for planning Stage 2 by understanding related customer body's food safety management system and to specify how ready the customer body is for Stage 2 by considering how well it complies with the following aspects:

- a) Determining a pre-requirement program according to the work of customer body (e.g.: legal and regulatory conditions, customer body and certification program conditions),
- b) Covering of food safety management system the enough processes and methods for determining and assessing the hazards about food safety of customer body and the selection and categorization (combinations) of control measurements according to emerging situations,
- c) Application of relevant food safety regulation,
- d) Design of food safety management system to realize food safety policy of customer body,
- e) Compliance of food safety management system application program for passing to Stage 2,
- f) Validation of control measurements, approval of activities and improvement programs, compliance of food safety management system standard to the conditions,
- g) Presence of food safety management system documents to provide communication in

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customer body and between customer body and suppliers, clients and relevant persons,
h) Presence of an additional document to be reviewed and/or information to be received before.

3.3.2.2. If the customer body applies a combination of control measurement developed from outside, the control measurement combination of FSMS should be examined during Stage 1 in terms of points given below:

- Compliance for customer body,
- Whether it is developed in accordance with ISO 22000 standard rules or not, and
- Determination of updating issues.

3.3.2.3. The adequacy of the relevant permits about the issue in terms of legal compliance is examined.

3.3.2.4. In some exceptional cases, a part of Stage 1 may be carried out at a location other than the mentioned plant, based on justifications. In this case, evidence is provided that targets for stage 1 have been realized completely. Situations such as the fact that the location is too far away, the periodic production is too low can be included in these exceptions.

3.3.2.5. The customer body is informed that results from the Stage 1 audit may cause the deferral or cancellation of Stage 2.

3.3.2.6. Any part of the food safety management system which has been inspected during the Stage 1 and which is determined as it is applied completely, is effective and in full compliance with the conditions may not required to be inspected during Stage 2. However, BQS CERTIFICATION (ASCERT) shall ensure that the currently audited parts of the food safety management system continue to comply with the certification requirements. In the event that the subject matter arises, relevant findings shall be included in the audit report and it is stated that compliance has been provided during Stage 1.

3.3.3. Stage 2

3.3.3.1. FSMS Stage 2 is planned and applied to cover at least the following aspects:

- a) Information and evidences about full compliance to FSMS standard terms,
- b) Performance monitoring, measuring, reporting and reviewing for key performance targets (in accordance with FSMS standard),
- c) Management system and performance of customer body according to legal conformity,
- d) Operational control of processes of customer body,
- e) Internal audit and reviewing of management,
- f) Managements responsibility against customer body's policies,
- g) Connections between policy, performance targets and purposes (in accordance with FSMS standard), applicable legal conditions, responsibilities, competence of staff, operations, procedures, performance data, internal audit findings and results.

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3.3.3.2. For closure of critical inconveniences, field audit can be carried out as well as document or record review.

4. RELATED DOCUMENTS AND REFERENCES

BQF.29 Certification Request Inquiry Form

5. REVISION INFORMATION

Rev. Date	Rev. No	Item No	Rev. Descriptions

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