

Food Supplier Audit Checklist

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A risk-based audit checklist for supplier approval, surveillance, and reapproval

Audit planning

- ☐ Define audit scope, objectives, standard, site, products, and audit team
- ☐ Review supplier risk, previous audits, complaints, incidents, and open CAPAs
- ☐ Request the current document pack before the audit

Food safety system

- ☐ Review HACCP or preventive controls and management responsibility
- ☐ Check traceability, recall, food defense, food fraud, and change control
- ☐ Verify internal audit, corrective action, training, and management review records

Site and process controls

- ☐ Inspect hygiene zoning, allergen controls, foreign-body controls, and pest management
- ☐ Review calibration, maintenance, sanitation, storage, and transport controls
- ☐ Trace one product or material through receipt, production, release, and dispatch

Product and supplier controls

- ☐ Verify approved specifications and change history
- ☐ Review incoming-material approval and downstream supplier controls
- ☐ Sample COAs, test results, nonconformances, and release decisions

Closeout

- ☐ Classify findings consistently and capture objective evidence
- ☐ Agree corrective actions, owners, and due dates
- ☐ Record approval impact, follow-up route, and reapproval date