



**FOOD SAFETY AUDIT REPORT**

**#Report Number**

Company Name

Address

**SAMPLE**

By

**Auditor's Name**

Food Safety Auditor

Inspection Date

**AIB International**

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## RATING

A food safety training audit was conducted at this facility on Inspection Date, in the company of \_\_\_\_\_, President; \_\_\_\_\_, Plant Manager; and \_\_\_\_\_, Maintenance.

At the conclusion of the audit, a meeting was held to discuss the observations and recommendations.

Excellent cooperation was received by the writer, and on some occasions, the items were immediately corrected.

Based on the observations made, the information obtained, and the criteria set forth in the *AIB Consolidated Standards for Food Safety*, the overall food safety level of this facility was considered to be:

## SUPERIOR (925)

**The “serious” or “unsatisfactory” items are shaded, boxed, and bolded in the text of the report. Refer to the definitions in the AIB Consolidated Standards.**

**The “improvements needed” items are designated in bold type and require prompt attention.**

The AIB International states that the report as given herein is to be construed as its findings and recommendations as of the date of this report. The AIB International accepts no responsibility and does not assume any responsibility for the food safety program in effect with (customer). That further AIB International is only making report of the food safety conditions of (customer) as of the date of this report and assumes no responsibility or liability as to whether (customer) carries out the recommendations as contained in this report or does not carry out the recommendations as contained in this report.

## RATING ANALYSIS

DATE OF AUDIT: Inspection Date

TYPE OF AUDIT: Announced

OVERALL RATING: **SUPERIOR**

ADEQUACY OF FOOD SAFETY PROGRAM	-185
PEST CONTROL	-200
OPERATIONAL METHODS AND PERSONNEL PRACTICES	-175
MAINTENANCE FOR FOOD SAFETY	-175
CLEANING PRACTICES	<u>-190</u>
<b>TOTAL:</b>	<b>925</b>

## **FACTUAL OBSERVATIONS AND SPECIFIC RECOMMENDATIONS**

### **ADEQUACY OF FOOD SAFETY PROGRAM**

1. The President was assigned the responsibility and authority for assuring the facility's regulatory compliance. A current functional organizational chart was maintained on file.
2. Detailed cleaning procedures were on file in the computer with the Master Cleaning Schedule (MCS). The chemicals and concentration for usage were defined in the program. A documented quality assurance scoring procedure for the bread sticks was maintained on file. The facility had five sanitors working under the supervision of the Plant Sanitarian.
3. The food safety committee membership included the President, Plant Manager, and Sanitation Supervisor. Weekly self-inspections of the facility were documented such that the whole plant was completed within a month. The inspections included a documented monthly verification of the Hazard Analysis Critical Control Point (HACCP) program. The documentation of the observations and actual accomplishments was maintained on file, as required by the AIB Standards. Continue to use these inspections to identify and correct the types of maintenance deficiencies observed during this audit.
4. The President stated that the facility had established an appropriate budget and support to maintain the timely acquisition of tools, materials, equipment, monitoring devices, chemicals, and pest control services.
5. A computer-generated MCS was in use to issue work orders for cleaning assignments and to track completion of the cleaning tasks. This schedule was documented as current at the time of the audit. No critical tasks were overdue. Cleaning verification by the Sanitarian prior to start up of operations was implemented. Deficiencies were corrected prior to production startup. The computer program allowed the President to scan the schedule for overdue items and implement follow up.
6. The incoming materials inspection procedure was defined on the receiving log. The form had columns to document the date, supplier, purchase order number, black light results, temperature, trailer and product condition, lot number, temperature, if applicable, and initials of receiver. These records appeared current.
7. The bulk flour receipts included the hatch seal numbers verification as documented on the paperwork. It was understood that the insides of the trailers were being inspected prior to and after unloading.

8. The continuing commodity guarantees were on file from the suppliers for approximately 98 percent of the raw materials and 100 percent of the packaging supplies. It was understood that this information was requested as new ingredients and suppliers were approved for this location.
9. A HACCP program was developed and implemented for this location. All AIB required parameters were defined. Monthly verification audits, as conducted by facility management, were documented. The records randomly examined during the audit were within the limits of the defined plan.
10. It was understood that a basic orientation for food safety rules was presented to employees when hired. This information was available in a bilingual format. Records of the training were maintained in the personnel files. Outside contractors were also being required to comply with company policies and sign a letter of agreement pertaining to same.
11. A formal procedure dated June 1996 for handling customer complaints was maintained on file. It was understood that the President personally handled any complaints pertaining to food safety.
12. A written procedure dated April 9, 1999, for handling the recall of products was on file. All shipment records were retained in a computer file to allow tracing to the initial point of distribution. Hard copies of this information were also retained on file. A test trace of the bread sticks shipped on September 11 was run during the audit and found 100 percent effective within five minutes.
13. A written procedure dated January 1, 1995, for handling regulatory inspections was maintained on file. It was understood that no regulatory inspections of this facility had been conducted since the previous AIB audit.

## **PEST CONTROL**

14. A basic written pest control program, as provided by the contracted Pest Control Operator (PCO), was maintained on file.
15. Facility management contracted Pest Control Company to provide weekly pest control services. Copies of the service agreement, current license, and current insurance were maintained on file. A list of the chemicals, precautions, and methods, as required by AIB Standards, was on file.

16. Service reports indicated that the following pesticides were used on the premises since the previous audit:
  - a. Siege Gel; EPA Reg. #241-347
  - b. Advance Dual Choice Ant Stations; EPA Reg. #499-457
  - c. Max Force Gel; EPA Reg. #64248-5
  - d. CB-80 Extra; EPA Reg. #9444-21
  - e. Talon Weather Blok; EPA Reg. #10182-339

Material Safety Data Sheets (MSDS) and sample labels were on file for the above-listed pesticides, with one exception. The label for the Siege was incomplete. A complete label should be procured.

17. The service reports from the PCO contained required information for the pesticides used on the premises.
18. Mechanical mouse traps were placed around the interior of the facility to monitor for rodent activity. These units were being monitored weekly per sign off tags on the traps and on the weekly logs. The units randomly examined were properly maintained.
19. Numbered schematics depicting the locations of the mechanical mouse traps, pheromone traps, and exterior bait stations were on file and appeared current.
20. It was understood that no catches of mice were reported since the last AIB audit.
21. Tamper-resistant bait stations were placed around the exterior facility perimeters. The units were secured in place, labeled, and had the lids secured with Allen head bolts. The units examined contained fresh bait and were properly maintained.
22. The flying insect grids were cleaned weekly, per documentation maintained on the service reports. The units examined during the audit were clean.
23. No evidence of cockroach or ant activity was observed during the audit.
24. No evidence of rodent activity was observed during the audit.
25. Indian meal moth pheromone traps were in use in the facility to monitor for insect activity. Documentation of the catches was documented by the PCO. A few insects were present on the deployed units in the warehouse. No evidence of activity was observed on product in storage.

## OPERATIONAL METHODS AND PERSONNEL PRACTICES

26. The 18-inch perimeters in the facility were adequately maintained for cleaning and inspection access.
27. The facility was operational at the time of the audit, and bread sticks were observed in production. The code dates on the packages of bread sticks produced during the audit were legible. The printed code was “Use Through 10/25/99.”
28. The trash cans used in the facility were properly labeled and covered. It was understood that these were emptied at least daily.
29. Individual scoops were provided for each ingredient bin, as required by the AIB Standards.
30. The sifter tailings were being checked daily through a 30-mesh test screen, per the current log posted in the sifter room. All of the tailings were sifted daily for examination. The logs indicated no recent insect activity, and none was found in the tailings examined on the day of the audit.
31. The weekly sifter screen integrity check documentation was current on the log posted in the sifter room.
32. Single-use gloves were required for all personnel working at the pack end of the roll line, and employees were observed in compliance with the policy. It was understood that these gloves were replaced with new ones every time employees leave the lines and return from breaks.
33. The sink located in the mixer area was used exclusively as a hand wash sink. Hot water, soap, and towels were provided.
34. The employees loading the proofing racks and ovens were observed loading and unloading the pans from the racks in the proper sequences.
35. The temperature of the ingredient/process cooler was 36°F. The daily temperature check logs were current.
36. The bread stick line metal detector was checked and found properly calibrated to detect and reject the 2.2 mm nonferrous and 2.2 mm ferrous standards. A current, hourly check log was posted at the unit. The bag ties used on the bread stick line were made only of plastic to enable use of the packages through the metal detector.

37. **No metal detector was provided on the bread line. It was again recommended that consideration be given to installing a metal detector on the bread line for improving the food safety program. (IMPROVEMENT NEEDED)**
38. The rest rooms were clean and supplied with towels, soap, hot water, and "Wash Hands" signs. It was understood that new facilities were to be included in the expansion project.
39. The raw materials in storage for longer than 30 days were being cleaned, restacked, and examined for insect activity. The restack date was printed on the pallets. The raw material storage area was well maintained. A pallet of raisin base stored in the warehouse had a receiving date of July 13. It was understood that this had been restacked and examined per company policy; however, no restack date was documented. This should be maintained as part of this important program.
40. The temperature of the finished product freezer was observed to be -4°F. A current temperature check log was posted.
41. No evidence of employee violations pertaining to the restrictions for smoking, consumption of food and beverages, and gum chewing was observed during the audit.
42. The only ingredient routinely being sifted was flour. AIB Standards require that all ingredients be sifted prior to being added to product flows. Facility management had procured statements from the suppliers of bagged ingredient that they were sifted prior to bagging.
43. The access port of the silo was locked when not in use to prevent unauthorized entry into the system. The unloading hoses were contained in the delivery vehicles.

#### **MAINTENANCE FOR FOOD SAFETY**

44. **A few of the ceiling tiles were torn and had small areas of exposed insulation directly over product zones. Replacement of the affected tiles should be implemented. (IMPROVEMENT NEEDED)**
45. The H-1 lubricant was stored in a sanitary manner in the shop. It was understood that only USDA-approved lubricants were used on the processing and packaging equipment.
46. The facility was operating from a municipal water supply. The last sample was taken on April 29, 1999, and the results on file indicated that coliforms were absent.

47. **The lights were provided with covers to protect against glass breakage. One of the cover units located over the bread packaging area was broken and should be replaced to restore protection. (IMPROVEMENT NEEDED)**
48. The filtered makeup air units were scheduled for preventative maintenance every 42 days on the computer preventative maintenance program.
49. The pressure plates on the makeup lines had some small frays that should be removed. A routine inspection of these units should be used to prevent recurrence of the condition.
50. Wood pan trucks were used to stage the containers of weighed ingredients in the mixer areas. Continue the plans to phase out the use of these trucks and replace with metal units as a better alternative.
51. The compressed air system used in the processing areas was provided with air filters and oil traps.

## **CLEANING PRACTICES**

52. The insides of all flour handling equipment were scheduled for cleaning on a 21-day cycle to prevent stored product insect development, as documented on the MCS.
53. The flour silo was scheduled for routine quarterly cleaning or more often if indicated by the tailings examinations. The silo was cleaned on the day preceding the audit.
54. The interiors of the electrical panels were scheduled for monthly routine cleaning, and the schedule was documented as current. The interiors of the panels inspected during the audit were clean.
55. The interiors of the proof box ductwork and the humidifier were very clean.
56. The detail cleaning on the roll lines framework was improved since the previous audit; however, small product accumulations on the cords and framework should be removed. Continue to train the sanitation employees.
57. It was understood that the bread baskets were being cleaned weekly. The majority of these in use during the audit were clean. It was understood that a tray washer was to be installed in the new expansion area.
58. A few cloth fibers from cleaning rags were found on the equipment. Sanitation personnel should be instructed to inspect cleaned equipment

and remove strings and lint that may have become lodged on the equipment.

59. The trash hoppers were properly closed and maintained. It was understood that the units were emptied daily.