



ISO 22000:2018 Internal Audit Checklist Template

Internal Audit Checklist for Food Safety Management Systems (FSMS)

Audit Information:

- **Organization Name:** _____
 - **Audit Date:** _____
 - **Audit Team Members:** _____
 - **Audited Department/Process:** _____
 - **Lead Auditor:** _____
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Audit Objectives:

- To ensure the FSMS conforms to the planned arrangements and ISO 22000:2018 requirements.
 - To verify that the FSMS is effectively implemented and maintained.
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Audit Scope:

- Processes, departments, and activities covered under the FSMS.
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Checklist Sections:

1. **Context of the Organization (Clause 4)**
2. **Leadership (Clause 5)**
3. **Planning (Clause 6)**
4. **Support (Clause 7)**
5. **Operation (Clause 8)**
6. **Performance Evaluation (Clause 9)**



7. Improvement (Clause 10)

Section 1: Context of the Organization (Clause 4)

No.	Audit Question	Yes/No	Findings/Observations	Comments
1.1	Has the organization determined external and internal issues relevant to its purpose and strategic direction?			
1.2	Are the needs and expectations of interested parties identified and addressed?			
1.3	Is the scope of the FSMS established and documented?			
1.4	Are the processes needed for the FSMS identified, implemented, and maintained?			

Section 2: Leadership (Clause 5)

No.	Audit Question	Yes/No	Findings/Observations	Comments
2.1	Is there evidence of top management's commitment to the FSMS?			
2.2	Is the food safety policy established, communicated, and understood within the organization?			
2.3	Are roles, responsibilities, and authorities clearly defined and communicated?			



2.4	Is there an FSMS team leader appointed with the necessary authority and competence?			
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Section 3: Planning (Clause 6)

No.	Audit Question	Yes/No	Findings/Observations	Comments
3.1	Are risks and opportunities that need to be addressed to achieve intended outcomes identified?			
3.2	Are objectives for the FSMS established and consistent with the food safety policy?			
3.3	Is there a plan to achieve the FSMS objectives?			
3.4	Are changes to the FSMS planned and managed effectively?			

Section 4: Support (Clause 7)

No.	Audit Question	Yes/No	Findings/Observations	Comments
4.1	Are resources necessary for the establishment, implementation, maintenance, and continual improvement of the FSMS provided?			
4.2	Are personnel competent on the basis of appropriate education, training, or experience?			
4.3	Is awareness regarding the food safety policy, objectives, and			



	relevant FSMS procedures maintained?			
4.4	Are communication processes established and maintained?			
4.5	Is documented information required by the FSMS controlled and maintained?			

Section 5: Operation (Clause 8)

No.	Audit Question	Yes/No	Findings/Observations	Comments
5.1	Are operational processes and procedures for hazard control established and implemented?			
5.2	Are prerequisite programs (PRPs) in place and maintained?			
5.3	Is there a documented hazard analysis in place?			
5.4	Are critical control points (CCPs) and operational prerequisite programs (OPRPs) identified and managed?			
5.5	Is there a process for handling nonconformities and taking corrective actions?			
5.6	Are there processes for traceability and withdrawal/recall of unsafe products?			

Section 6: Performance Evaluation (Clause 9)



No.	Audit Question	Yes/No	Findings/Observations	Comments
6.1	Are monitoring and measurement activities in place to ensure the FSMS is performing effectively?			
6.2	Are internal audits conducted at planned intervals?			
6.3	Are management reviews conducted at planned intervals?			

Section 7: Improvement (Clause 10)

No.	Audit Question	Yes/No	Findings/Observations	Comments
7.1	Are there processes for continual improvement of the FSMS?			
7.2	Are corrective actions taken to address nonconformities and prevent their recurrence?			
7.3	Are opportunities for improvement identified and acted upon?			

Audit Summary:

- **Strengths Identified:** _____
 - **Nonconformities:** _____
 - **Opportunities for Improvement:** _____
 - **Conclusion and Recommendations:** _____
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Audit Signatures:

- **Lead Auditor:** _____
- **Date:** _____
- **Auditee:** _____

This internal audit checklist can be customized to fit the specific needs of your organization and should be used as a tool to help ensure compliance with ISO 22000:2018 requirements.