



# Internal Audit Schedule Template for Food Safety Management Systems (ISO 22000:2018)

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## Internal Audit Schedule for FSMS

Organization Name: Prepared by: Date:

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### 1. Introduction

This internal audit schedule is designed to ensure systematic, regular, and thorough evaluation of the Food Safety Management System (FSMS) in accordance with ISO 22000:2018 standards. It will cover all areas, processes, and departments involved in the FSMS.

### 2. Audit Objectives

- To verify compliance with ISO 22000:2018 requirements.
- To assess the effectiveness of the FSMS.
- To identify opportunities for continual improvement.
- To ensure corrective actions from previous audits have been implemented.

### 3. Audit Scope

- All processes and activities within the FSMS.
  - Relevant departments and locations.
  - Critical control points (CCPs) and operational prerequisite programs (OPRPs).
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#### 4. Audit Schedule

Audit Area/Process	Department	Auditor(s)	Scheduled Date	Audit Criteria	Previous Audit Findings
<b>Management Review</b>	Top Management	[Name]	[Date]	ISO 22000:2018, Clause 9.3	[Summary]
<b>Hazard Analysis and Risk Assessment</b>	Food Safety Team	[Name]	[Date]	ISO 22000:2018, Clause 7.4	[Summary]
<b>Prerequisite Programs (PRPs)</b>	All Departments	[Name]	[Date]	ISO 22000:2018, Clause 7.2	[Summary]
<b>CCP Monitoring and Control</b>	Production	[Name]	[Date]	ISO 22000:2018, Clause 8.5	[Summary]
<b>Supplier Management</b>	Procurement	[Name]	[Date]	ISO 22000:2018, Clause 7.1.6	[Summary]
<b>Traceability and Recall Procedures</b>	Quality Assurance	[Name]	[Date]	ISO 22000:2018, Clause 8.9.5	[Summary]
<b>Training and Competence</b>	Human Resources	[Name]	[Date]	ISO 22000:2018, Clause 7.3	[Summary]
<b>Corrective Actions</b>	All Departments	[Name]	[Date]	ISO 22000:2018, Clause 10.1, 10.2	[Summary]



<b>Documentation Control</b>	All Departments	[Name]	[Date]	ISO 22000:2018, Clause 7.5	[Summary]
<b>Internal Audit Follow-Up</b>	All Departments	[Name]	[Date]	ISO 22000:2018, Clause 9.2	[Summary]

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## 5. Notes

- **Auditor Competence:** Ensure all auditors are competent and trained in ISO 22000:2018 requirements.
- **Audit Reports:** Each audit will be documented, and reports will be submitted to top management for review.
- **Corrective Actions:** Identified non-conformities must be addressed promptly with appropriate corrective actions.
- **Review and Update:** This schedule will be reviewed and updated annually or as needed based on audit findings and changes in the FSMS.

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**Approved by: Date:**

**Signature:**