

**3 = Audit Closed Out (only to be added when all nonconformities from the audit have been closed out)**

[illegible]

# Internal Audit Programme 2024

## Audit Risk Matrix Criteria



	Legal requirement	Industry Issues	Non-conformances raised at previous audit	Customer requirement
1	No legal requirement	No industry issues	No non-conformances raised	No customer specific requirements
2	Linked to legal requirement but no specific legislation	Historical issues > 10 years	1-3 minor non-conformances	Sales / Non-technical requirements in place
3	Company policy in place	Historical issues > 5 years	3-5 minor non-conformances	Included in customer code of practice
4	Industry code of practice in place	Recent issues in industry	5-10 minor non-conformances	Customer requires provision of documents / policies
5	Specific legislation in place	Recent issue in company	1 or more major or >10 minor non-conformances	Customer requires completion of exercise and submission of evidence at specified interval (e.g. traceability test)



# Internal Audit Programme 2024

## Audit Risk Matrix

	Legal requirement?	Industry issues?	Non-conformances raised at previous audit?	Customer requirement?	Total
Senior Management Commitment	1	1	1	1	4
Management Review Meeting	1	1	1	1	4
HACCP	5	1	1	5	12
HACCP REVIEW	5	1	1	5	12
Food Safety Manual / Doc Control/ Records	1	1	1	1	4
Internal Audit	1	1	1	1	4
Supplier Approval	1	1	1	1	4
Specifications	1	1	1	1	4
Corrective / Preventive Action	1	1	1	1	4
Non-Conforming Product	1	1	1	1	4
Traceability	5	1	1	5	12
Traceability Exercise	1	1	1	5	8
Complaint Handling	1	1	1	1	4
Incidents / Recall /Withdrawal	2	1	3	1	7
Mock Recall	2	1	1	1	5
Site Security / Food Defense	5	1	1	5	12
GMP/ Fabrication/ Staff Facilities	1	1	1	1	4
GMP/ Fabrication Inspections	1	1	1	1	4
Utilities / Equipment / Maintenance	1	1	1	1	4
Chemical / Physical Contamination Control	2	1	3	1	7
Metal Detection / Sieves / Filters	1	1	1	1	4
Hygiene / Housekeeping	1	1	1	1	4
Pest Control	1	1	1	1	4
Storage / Despatch	1	1	1	1	4
Labelling	1	1	1	1	4
Allergen Control	5	1	1	5	12
Authenticity / Claims / Chain of Custody	5	1	1	5	12
Packaging	1	1	1	1	4
Inspection / Laboratory / Product Release	1	1	3	1	6
Process Control	1	1	1	1	4
Personnel	1	1	1	1	4
0-10 - annual audit	10-20 - twice yearly audit		20-25 - quarterly		
Unless specific frequency required by BRC Global Standard for Food Safety.					