



EWID

FOOD SAFETY SOLUTIONS

The 10-Point **Audit-Readiness** Checklist

Ten things every South African food factory should have in place *before* the auditor arrives — drawn from 16+ years of successful audit outcomes. Tick honestly.



1. Documentation is current

Policies and SOPs reviewed within the last 12 months, version-controlled, and signed — no orphan documents on the floor.



2. HACCP reflects reality

Flow diagram verified on the floor, CCPs monitored with complete records, and the plan matches what operators actually do.



3. Training records are complete

Every food handler — including temps and new starters — has up-to-date, signed training evidence on file.



4. PRPs are verified

Cleaning schedules, glass & brittle-plastic registers and maintenance logs are current and signed off, not backfilled.



5. Pest control is up to date

Service reports on file, trends analysed, and every corrective action from the last visit closed out.



6. Allergen controls are proven

Allergen matrix current, storage segregated, and changeover cleaning validated — not just documented.



7. Traceability is tested

A mock recall completed in the last 12 months, achieving mass balance within tolerance in under 4 hours.



8. Suppliers are approved

Certificates on file and unexpired, supplier risk register reviewed, and high-risk suppliers audited.



9. Internal audit is closed out

A full-system internal audit completed, with corrective actions for every non-conformance verified and closed.



10. Management review is done

Minutes on file showing KPIs, objectives, resources and follow-up actions — leadership involvement the auditor can see.

Scored 8 or less? Those gaps are exactly what a third-party auditor will find. The good news: every one of them is fixable — usually faster than you think.

Know before the auditor does.

Book a free 30-minute consultation and we'll map the fastest route to audit-ready for your factory.

www.ewidfoodsafety.co.za