



Audit plan for SA Certification visit (Food & Drink)

Times will vary dependent on size & nature of operation being audited and staff present.

- The below represents a typical audit plan, and the exact order of the day may change depending on a variety of factors (e.g. timing of when organic production will occur, staff breaks, etc).
- If the inspection is being conducted at the same time by our inspector as a BRC inspection, or other processor scheme, many of the agenda points will be covered concurrently.
- All information obtained during these inspections is treated as confidential and will only be discussed between relevant Soil Association certification staff, or other relevant certification body, and the inspector.

Opening meeting

- NB: The opening meeting will commence at the time indicated in your confirmation email/letter.
- Introductions, confirmation of audit type and scope, & confidentiality statement
- Confirm the plan for the day, check of key staff availability
- Overview of the business activities, any changes affecting the SA Certification licence since the previous visit.
- Provide an opportunity for the auditee team to ask questions, discuss, H&S requirements, complete health questionnaires, etc

Documentation

- Set up requirements for input-output and trace audits
- Review of current Trading Schedules and certified products, and confirmation of documentation that will be required

Site tour

- Follow flow of product (goods in> storage> picking> manufacture> packaging> storage> despatch) and assessment of risk of contamination/ substitution/ loss of integrity at each step. NB The auditor will require access to all parts of the site, even those used for non-organic
- Cleaning methods (inc. any purges, etc)
- Structure/ equipment condition
- Packaging and labelling
- Storage and application
- Pest control (proofing, housekeeping, monitoring/bait points, etc)

Lunch (Timing of this to be agreed in opening meeting. Please advise auditor if required to bring own or if will be catered)

Review

- Complete input-output and trace audits (as set out prior to site tour)
- Check of product specifications against factory recipes
- Review of pest control and cleaning procedures/records
- Check of product labelling (& if using SA Logo also check of packaging composition)
- Check of import requirements, e.g. Certificates of Inspection, if applicable.
- Check of complaints register

Closing meeting

- Outcome of inspection, review of any non-compliances/issues raised and how to action these and deadlines
- Explanation of certification process (what happens next)
- Opportunity to provide an opportunity for the auditee team to ask questions