Internal Audit Readiness Checklist

Is it time to conduct your annual internal audit? Follow this checklist to prepare for the big day!

☐ Plan, implement and maintain programs in preparation for your internal audit (including schedules, methods, responsibilities, planning requirements/reporting, which should take into consideration the importance of processes concerned, changes affecting the organization, and results of previous audits).

☐ Determine Audit Criteria/Scope (what are you using as a reference? If you are seeking third party certification, these schemes may have internal audit checklists associated with them).

☐ Set clear goals for internal audits. (this may include goals such as achieving food safety/improving processes/ reduction of risks/ reducing resources)

☐ Determine Audit Frequency (the is the number of times you are going to audit during the year; the frequency of internal audits might be prescribed if you are seeking third party certification).

☐ Consider additional annual activities that should be completed prior to the internal audit. For instance, is this a good time to conduct the test of your food defense system as well?

☐ Determine who will comprise the audit team; ensure they have the authority to carry out the audit, and that they are impartial.

☐ Assign audit responsibilities

☐ Check the internal audit team's training records

☐ Talk to your Management team about what support you might need during the audit

☐ Schedule your audit and make all teams who will be involved in the audit aware of these dates and what documents you will need them to be ready to present

☐ Clear your schedule of all meetings for *at least* the duration of the internal audit. Depending on the size of the facility and scope, you may need more than one day

☐ Distribute the internal audit checklist to the audit team (If you don't already have an internal audit checklist associated with a third party certification scheme, you can download Kellerman Consulting's free internal audit template from our website).

☐ Go forth and complete your internal audit.