



**QUALITY ASSURANCE - HEALTH AND SAFETY  
HACCP - Supplier Audit Checklist**

CODE: 11.02.011

EDITION: 1

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Supplier's Name: \_\_\_\_\_

Products Supplied: \_\_\_\_\_

Auditors Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date of last Audit: \_\_\_\_\_

Verified By: \_\_\_\_\_

Nature of Audit:	Supplier Certification	<input type="checkbox"/>
	Routine Audit	<input type="checkbox"/>
	Problem Investigation	<input type="checkbox"/>
	New Supplier	<input type="checkbox"/>

**Rating System**

**Score**

- 3 Systems & Procedures Comply with Required Standard
- 2 Systems are in place but show weaknesses & need improvement
- 1 Systems are weak and need improvement
- 0 Systems are absent and may cause serious problems

**Calculation of Results**

		Remarks
No. of Excellent Observations:	( ) x 3 = ( )	
No. of Adequate Observations:	( ) x 2 = ( )	
No. of Poor Observations:	( ) x 1 = ( )	
No. of Inadequate Observations:	( ) x 0 = ( )	
<b>Totals:</b>		

**Overall Rating** = \_\_\_\_\_  
Total No.s OBS

**RATING**

- 1.5 and above Approved Supplier
- 1 to 1.5 Pre-Qualified Suppliers
- Below 1 Rejected Supplier

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<b>Outside Environment</b> Outside buildings / Storage Areas / Yards / Perimeters – Satisfactory?	<b>Score ( 0-3 )</b>	<b>Building Fabric:</b> Are buildings of a good commercial standard for the type of product manufactured?	<b>Score ( 0-3 )</b>
Are they clean?		Is the outside fabric well maintained?	
Stored Waste removed regularly?		Is the inside fabric well maintained?	
Adequate Drainage?		Are the walls smooth & Non-absorbent?	
Are drains covered?		Are floors of good standard & free from standing water?	
		Are wall floor junctions covered?	
		Are there minimal overheads?	
		Are the ceiling, wall & floor coverings in good condition?	
<b>Fittings Are all fittings satisfactory for the type of product being manufactured</b>	<b>Score ( 0-3 )</b>	<b>Working conditions &amp; Plant Are working conditions and plant adequate for the type of product manufacture?</b>	<b>Score ( 0-3 )</b>
Are all lights covered in all critical areas?		Is lighting adequate?	
Are floors/walls free from service elements to enable easy cleaning?		Is the ventilation/temperature & humidity control adequate?	
		Is there adequate dust extraction?	
<b>Pest Control Is there an adequate Pest Control program?</b>	<b>Score ( 0-3 )</b>	<b>Storage Rooms / Workshops Is storage adequate and satisfactory in all areas?</b>	<b>Score ( 0-3 )</b>
Does the program cover: Rodents? Birds? Flying Insects? Stored Product Pests? Other Pests?		Are chemicals, lubricants, cleaning materials in locked stores away from the process areas and are issue of these controlled?	
Is the program: Internal? Contracted? NB. Identify Contractor & Frequency of visits:		Are any items of redundant machinery properly stored?	



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Are any areas: Fogged? Gassed? Sprayed?		Are workshops tidy?	
Are there adequate insectocutors?			
Are any windows or other access points adequately profed?			
<b>Cleaning Is cleaning adequate in all areas?</b>	<b>Score ( 0-3 )</b>	<b>Personnel Facilities and hygiene: Are personnel facilities (toilets, locker rooms etc.) adequate?</b>	<b>Score ( 0-3 )</b>
Is the plant clean?		Where appropriate are there hand wash facilities at all process points?	
Are the adequate cleaning procedures for: Machinery? Storage areas? Overheads?		Do all persons entering production areas wear proper protective clothing?	
Are adequate cleaning materials available?		Is clothing laundered by: Employee or Contractor? How often is it changed?	
		Is the wearing of jewelry & watches banned?	
		Is smoking, eating & drinking banned when on duty?	
		Are blue metal detectable dressings used?	
		Are there any published hygiene regulations & are staff aware of these?	
		Is there any Post illness / foreign holiday screening carried out?	
<b>MATERIALS CONTROL</b>	<b>Score ( 0-3 )</b>	<b>MANUFACTURING</b>	<b>Score ( 0-3 )</b>
Do all raw materials have health certificates?		Are all items being manufactured adequately identified so that no mix ups can occur ?	
Are all raw materials inspected on receipt? Including the use of" Temperature Control? Specifications? Countries of Origin / Blacklisted?		Are there sufficient written process instructions for all stages of production?	
Are raw materials adequately identified in order to avoid errors in		Are the manufacturing operations orderly in flow and lines segregated to	



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issue?		prevent mix ups occurring?	
Is material issued to production in a controlled manner?		Are there sufficient references for setting up and running? e.g. Samples, colour standard, drawings etc.?	
Are raw materials stores adequate? Including: Housekeeping? Fabric? Segregation of raw & finished goods.		Do operatives appear sufficiently trained and quality conscious? Regarding safe & hygienic operation/practice, reporting non-conforming products etc.?	
Is there a first in first out system in operation? Including: Aged stock review?			
How often is stock taking done?			
Is there a system for the control of rejected materials?			
Is waste clearly identified throughout the process?			
Are materials handled throughout adequately to prevent contamination either from bacterial, foreign bodies, chemical etc.. ?			
<b>QUALITY CONTROL</b>	<b>Score ( 0-3 )</b>	<b>EQUIPMENT /PLANT</b>	<b>Score ( 0-3 )</b>
Are all raw materials tested or certificates of analysis obtained?		Are plant & equipment maintenance adequate?	
Are sufficient in-process checks made?		Are they: Routine? Preventative? Recorded?	
Are there sufficient product inspection and tests made?		Are there procedures for checking the calibration of equipment?	
Are all critical inspection and tests procedures made?		Including: Lab equipment? Scales? Temperatures measuring equipment?	
Is there sufficient test equipment available?		Is metal detection adequate?	
Are quality control records adequate and indicate acceptance of materials?		Including the use of: Detectors? Sieves? Magnets? Corrective Action?	
Are in-process rejects recorded and reasons given?		Is there a glass control policy, procedure, log etc. ?	
Is there a formal system for recording and reviewing corrective actions? Including complaints?			



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Are there tests performed?			
Are they in-house?			
Is there a documented quality system e.g. ISO 9000?			
<b>PACKAGING / WAREHOUSE / DISPATCH</b>	<b>Score (0-3)</b>	<b>GENERAL</b>	<b>Score (0-3)</b>
Are there sufficient written instructions to identify final packing format? Quantities? Pelletisation? Identification ? Coding ?		Is there sufficient departmental support for meeting JW Marriott needs? Regarding e.g. Production, Quality control & assurance, engineering, warehousing etc.	
Are packs adequately identified and labeled?		Are there adequate Quality Assurance Procedures / policies? Are they: Written Verbal only?	
Is finished goods warehousing adequate? Regarding : Housekeeping & Fabric		Is there a HACCP program? Score as follows: 0 = no system / intention 1 = early stages 2 = incomplete but in operation	
		Is there a clear program of quality improvement? e.g. Regarding: Quality Systems Plant & Equipment Buildings Personnel Products and other services.	