

These audits collectively assess how effectively a warehouse or distribution site controls intake processes, storage conditions, stock management, hygiene standards, equipment safety, pest control, allergen and chemical risks, packaging integrity, dispatch practices, security measures, and documentation accuracy. Together, these audits provide a clear picture of operational compliance, site control, and risk management across all warehouse and distribution activities. Please choose which audits you are interested in.

[illegible]

Expenditure

Date and time of expenditure	Expenditure
14/03/2023 17:30	Expenditure

Expenditure's signature

 Alex Thompson
14/03/2023 17:30:00

Intake & Receiving Audit

Purpose

Assess the effectiveness of intake and receiving controls to ensure all incoming goods meet food safety, quality, and regulatory requirements. This includes verification of supplier approval, product condition, documentation accuracy, temperature compliance, and hygiene standards at the point of entry.

Key Focus Areas

- **Approved Supplier Status.**
- **Delivery Documentation.**
- **Product Specifications & Allergen Data.**
- **Temperature Controlled Intake.**
 - Temperature checks.
- **Seal Control & Security.**
- **Intake SOP Compliance.**
- **Non-Conformance & Quarantine.**
- **Training & Competence.**
- **Traceability.**
- **Vehicle & Load Condition.**
- **Product Condition & Labelling.**
- **Intake Area Hygiene & Equipment.**

Outcome

Provides assurance that intake and receiving processes are compliant, controlled, and capable of preventing food safety risks at the first point of entry. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and safe product handling throughout the site.

Storage Conditions & Environmental Control

Purpose

Assess the effectiveness of environmental controls within storage areas to ensure products are kept under safe, compliant, and well-maintained conditions. This includes temperature/humidity control, zoning, equipment performance, hygiene standards, and structural integrity across chillers, freezers, ambient stores, and loading bays.

Key Focus Areas

- **Temperature & Humidity Control.**
- **Environmental Monitoring Records.**
- **Environmental Control Procedures.**
- **Segregation & Zoning.**
- **Equipment Maintenance & Calibration.**
- **Alarm & Response Management.**
- **Cleaning & Environmental Hygiene.**
- **Condensation/mold control**
- **Temperature & Humidity Compliance.**
- **Storage Area Condition.**
- **Product Storage Practices.**
- **Environmental Alarms.**

Outcome

Provides assurance that environmental conditions across all storage areas are controlled, compliant, and capable of protecting product safety and quality. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and robust environmental management.

Stock Control & Traceability

Purpose

Assess the effectiveness of stock management and traceability controls to ensure all materials and finished goods are accurately recorded, correctly labelled, stored safely, and fully traceable throughout the process. This includes verification of stock records, batch coding, rotation practices, segregation, reconciliation, and quarantine management.

Key Focus Areas

- **Stock Records & Accuracy.**
- **Batch Coding & Lot Identification.**
- **FIFO/FEFO Rotation.**
- **Traceability Records.**
- **Stock Reconciliation.**
- **Non-Conformance Documentation.**
- **Stock Segregation.**
- **Rotation & Date Control.**
- **Labelling & Identification.**
- **Stock Condition.**
- **Storage Location Accuracy.**
- **Traceability in Practice**

Outcome

Provides assurance that stock is controlled, traceable, and stored safely throughout the site. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and robust traceability of performance across all materials and finished goods.

Housekeeping, Hygiene & GMP

Purpose

Assess the effectiveness of housekeeping, hygiene, and Good Manufacturing Practice (GMP) controls across warehouse and storage areas. This includes evaluating cleaning standards, environmental hygiene, waste management, pest-risk controls, staff behaviour, segregation, and spill response to ensure a safe, compliant working environment.

Key Focus Areas

- **Cleaning Schedules.**
- **Environmental Hygiene Procedures.**
- **GMP Behavior Standards.**
- **Waste Management.**
- **Pest Risk Controls.**
- **Spill Response Procedures.**
- **Training & Competence.**
- **General Cleanliness.**
- **Racking, Shelving, & Equipment Hygiene.**
- **Pest Risk Conditions.**
- **Segregation & Zoning.**
- **Spill Control.**

Outcome

Provides assurance that housekeeping, hygiene, and GMP standards are effectively implemented and maintained across all warehouse areas. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and a safe, hygienic working environment.

Racking, Equipment & Transport

Purpose

Assess the safety, compliance, and operational control of racking systems, handling equipment, and transport activities within warehouse environments. This includes evaluating structural integrity, equipment maintenance, calibration, transport hygiene, loading practices, and documentation accuracy.

Key Focus Areas

- **Racking Specifications & Load Limits.**
- **Equipment Maintenance.**
- **Transport Hygiene & Compliance.**
- **Equipment Calibration.**
- **Safe Operating Procedures.**
- **Transport Documentation.**
- **Racking Condition.**
- **Forklifts & Handling Equipment.**
- **Transport Vehicle Condition.**
- **Loading & Unloading Practices.**
- **Equipment Storage.**

Outcome

Provides assurance that racking, equipment, and transport controls are safe, compliant, and effectively managed. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, operational safety, and efficient goods movement throughout the site.

Pest Control

Purpose

Assess the effectiveness of pest-control measures across the site to ensure risks are identified, monitored, and controlled. This includes contractor performance, device mapping, sighting logs, proofing integrity, chemical compliance, environmental hygiene, and physical monitoring of internal and external areas.

Key Focus Areas

- **Pest Control Contract.**
- **Service Reports.**
- **Device Maps & Site Plans**
- **Pest Sightings & Incident Logs.**
- **Proofing & Structural Integrity.**
- **Chemical & Pesticide Compliance.**
- **Contractor Competence.**
- **Internal Monitoring Points.**
- **External Monitoring Points.**
- **Signs of Pest Activity.**
- **Proofing & Building Integrity.**
- **Waste & External Area Control.**

Outcome

Provides assurance that pest-control systems are robust, compliant, and effectively managed across all internal and external areas. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and proactive prevention of Pest related risks.

Allergen & Chemical Management

Purpose

Assess the effectiveness of allergen and chemical controls across warehouse and distribution operations. This includes evaluating segregation, labelling, spill response, chemical compliance, zoning, training, and physical handling practices.

Key Focus Areas

- Allergen Register & Matrix.
- Allergen Segregation Procedures.
- Chemical Inventory & SDS.
- Chemical Handling Procedures.
- Segregation Documentation.
- Training & Competence.
- Allergen Segregation.
- Chemical Storage.
- Cross Contamination Prevention.
- Spill Control.
- PPE & Operator Behavior.

Outcome

Provides assurance that allergen and chemical risks are effectively controlled throughout warehouse and distribution activities. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and safe handling of high-risk materials.

Packaging & Materials Handling

Purpose

Assess the effectiveness of packaging and materials-handling controls within warehouse and distribution operations. This includes evaluating packaging specifications, supplier approval, storage conditions, segregation, handling practices, traceability, contamination prevention, and staff competence to ensure packaging remains safe, compliant, and fit for use.

Key Focus Areas

- **Packaging Specifications.**
- **Approved Supplier Documentation.**
- **Packaging Storage Procedures.**
- **Traceability and Identification.**
- **Training & Competence.**
- **Packaging Storage Conditions.**
- **Material Segregation.**
- **Packaging Condition.**
- **Handling Practices.**
- **Labelling & Identification.**

Outcome

Provides assurance that packaging and materials-handling processes are controlled, compliant, and capable of preventing contamination or damage. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and safe handling of all packaging materials.

Dispatch & Loading

Purpose

Assess the effectiveness of dispatch and loading controls to ensure products are prepared, verified, and transported safely and compliantly. This includes documentation accuracy, segregation, vehicle hygiene, load security, temperature control, and operator competence across all dispatch and loading activities.

Key Focus Areas

- **Dispatch Documentation.**
- **Loading Procedures.**
- **Vehicle Hygiene & Compliance.**
- **Order Accuracy & Verification.**
- **Seal Control & Security.**
- **Training & Competence.**
- **Loading Area Hygiene.**
- **Vehicle Condition.**
- **Product Handling.**
- **Segregation During Loading.**
- **Order Accuracy.**
- **Temperature Control.**

Outcome

Provides assurance that dispatch and loading processes are controlled, compliant, and capable of preventing product damage, contamination, or transport related risks. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and safe outbound product movement.

Non-Conformance & Quarantine

Purpose

Assess the effectiveness of non-conformance and quarantine controls to ensure damaged, contaminated, or suspect goods are identified, isolated, documented, and managed correctly. This includes evaluating procedures, escalation routes, and corrective actions.

Key Focus Areas

- **Non-Conformance Procedure.**
- **Quarantine Process Documentation.**
- **Corrective & Preventive Actions.**
- **Supplier & Transport NC Records.**
- **Traceability & Impact Assessment.**
- **Training & Competence.**
- **Quarantine Area Condition.**
- **Identification and Labelling.**
- **Segregation Controls.**
- **Product Condition Checks.**
- **Documentation at Point of Quarantine.**

Outcome

Provides assurance that non-conforming goods are effectively identified, controlled, and prevented from entering the supply chain. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and robust quarantine management across warehouse and distribution operations.

Security & Access Control

Purpose

Assess the effectiveness of security and access-control measures across warehouse and distribution operations. This includes evaluating policies, access procedures, surveillance systems, device management, incident reporting, perimeter integrity, and behavior.

Key Focus Areas

- **Site Security Policy.**
- **Access Control Procedures.**
- **Visitor & Contractor Records.**
- **CCTV & Surveillance Documentation.** maintenance, access rights.
- **Key & Access Device Control.**
- **Security Incident Reporting.**
- **Perimeter Security.**
- **Access Points & Doors.**
- **CCTV Coverage.**
- **Visitor & Contractor Control.**
- **Internal Access Restrictions.**
- **Security of High Value Goods & Vehicle Control.**

Outcome

Provides assurance that security and access control systems are robust, compliant, and effectively managed across all warehouse and distribution areas. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and protection of products, staff, and site integrity.

Documentation, Records & Training

Purpose

Assess the effectiveness of documentation control, record-keeping, and staff training systems across warehouse and distribution operations. This includes evaluating document accuracy, accessibility, training compliance, record integrity, operator competence, and real-time adherence to procedures to ensure consistent, safe, and audit-ready performance.

Key Focus Areas

- **Document Control System.**
- **Record-Keeping Procedures.**
- **Training Matrix.**
- **Training Records.**
- **SOPs & Work Instructions.**
- **Internal Audit & Review.**
- **Document Availability.**
- **Record Completion.**
- **Operator Competence.**
- **Training Evidence On-Site.**
- **Record Storage & Security.**
- **Real-Time Compliance.**

Outcome

Provides assurance that documentation, records, and training systems are robust, controlled, and consistently applied across warehouse and distribution operations. Highlights strengths, gaps, and required corrective actions to support regulatory compliance, audit readiness, and reliable operational performance.