

PACIFIC CERTIFICATIONS

ISO 22000:2018 Audit Checklist

Food Safety Management Systems

Food Safety Management Systems

Website Download Resource

Use this audit checklist to review current food safety management arrangements and identify priorities before certification assessment.

Independent Third-Party Certification Resource

Pacific Certifications provides independent third-party certification assessment and certification services. This resource is provided for educational and readiness-review purposes and does not constitute consultancy or guarantee certification.

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How to Use This Downloadable Template

Use the checklist during internal reviews, process walkthroughs and certification readiness activities. Ask each question, record the evidence examined, select the applicable status, and note required follow-up actions. Adapt the questions to the organization's products, processes, sites, legal obligations and food-chain role.

Field	Purpose	Suggested Use	Output
Clause / Area	Maps the review to ISO 22000:2018	Use for traceability and reporting	Clear clause coverage
Evidence	Records what was examined	Reference documents, records and observations	Objective evidence trail
Status	Shows implementation maturity	C / PC / NC / N/A or Ready / Partial / Gap	Prioritized readiness view
Action	Captures follow-up needs	Assign owner and target date	Actionable improvement plan

Suggested status codes: C = Conforming, PC = Partially Conforming, NC = Not Conforming, N/A = Not Applicable.

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Review the questions against objective evidence from interviews, observations, records and process performance. Include applicable prerequisite programme specifications and legal, regulatory and customer food safety requirements.

Clause 4 - Context of the Organization

Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
4.1	Has the organization identified internal and external issues that can affect intended FSMS results?			
4.2	Are relevant interested parties and their food safety requirements identified and reviewed?			
4.3	Is the FSMS scope documented, justified and aligned with products, processes, sites and food-chain activities?			
4.4	Are required FSMS processes established, implemented, maintained, updated and interacting effectively?			

Clause 5 - Leadership

Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
5.1	Can top management demonstrate accountability and integration of FSMS requirements into business processes?			
5.1	Are adequate resources provided and is effective food safety communication promoted?			
5.2	Is the food safety policy appropriate, available, communicated and maintained as documented information?			
5.3	Are FSMS roles and authorities assigned, communicated and understood, including the food safety team leader role?			

Clause 6 - Planning

Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
6.1	Are FSMS-level risks and opportunities identified and are proportionate actions planned and evaluated?			

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Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
6.2	Are measurable food safety objectives established, monitored, communicated and updated?			
6.2	Do plans identify actions, resources, responsibility, completion timing and evaluation methods?			
6.3	Are FSMS changes planned and implemented in a controlled manner?			

Clause 7 - Support

Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
7.1	Are sufficient people, infrastructure and work-environment resources available for effective food safety control?			
7.1	Are externally developed FSMS elements and externally provided processes/services controlled?			
7.2	Are persons competent based on education, training or experience, with evidence retained?			
7.3	Are workers aware of the policy, objectives, relevant hazards, controls and consequences of nonconformity?			
7.4	Are internal and external communication responsibilities, methods and subjects defined?			
7.5	Is documented information approved, controlled, available, protected, retained and disposed of appropriately?			

Clause 8 - Operation

Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
8.1	Are operational processes planned, implemented and controlled against defined criteria?			
8.2	Are suitable PRPs selected using applicable sector requirements and			

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Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
	implemented across relevant activities?			
8.2	Are PRPs monitored, verified and updated, with documented information retained?			
8.3	Does the traceability system identify incoming materials, processing history and initial distribution route?			
8.3	Is traceability tested at planned intervals and are results retained?			
8.4	Are emergency situations identified and are response procedures established, tested and reviewed?			
8.5.1	Is a multidisciplinary food safety team appointed with necessary knowledge and experience?			
8.5.1	Are product characteristics, intended use, flow diagrams and process descriptions complete and verified onsite?			
8.5.2	Are reasonably expected biological, chemical, physical and allergen hazards identified for each process step?			
8.5.2	Are hazards assessed using defined severity and likelihood criteria, with justification recorded?			
8.5.2	Are control measures selected and categorized as OPRPs or CCPs using a systematic approach?			
8.5.3	Are selected control measures validated before implementation and after significant changes?			
8.5.4	Does the hazard control plan define hazards, critical limits/action criteria, monitoring, corrections, responsibility and records?			
8.5.4	Are deviations detected promptly and are affected products controlled?			
8.6	Are PRP and hazard-control documents updated when products, processes, equipment or hazards change?			

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Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
8.7	Are monitoring and measuring methods/equipment calibrated or verified and protected from invalid adjustment?			
8.8	Are verification activities planned and are results analyzed by competent persons independent of monitored activities where practical?			
8.9	Are corrections and corrective actions taken for deviations and nonconformities?			
8.9	Are potentially unsafe products evaluated, controlled, released only under defined conditions or disposed of safely?			
8.9	Is there an effective withdrawal/recall process with tested contacts, responsibilities and effectiveness verification?			

Clause 9 - Performance Evaluation

Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
9.1	Has the organization determined what will be monitored and measured, how, when and by whom?			
9.1	Are results analyzed to evaluate FSMS performance, trends, verification outcomes and improvement needs?			
9.2	Is an internal audit programme established based on process importance, changes and previous results?			
9.2	Are internal reviews objective, reported to relevant management and followed by timely correction?			
9.3	Does management review cover required inputs including changes, performance, incidents, resources and opportunities?			
9.3	Are management-review decisions and actions documented and followed through?			

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Clause 10 - Improvement

Clause	Audit Question	Evidence / Records Reviewed	Status	Remarks / Action
10.1	When nonconformity occurs, does the organization control it, address consequences and determine causes?			
10.1	Are corrective actions proportionate to effects and checked for effectiveness?			
10.2	Is there evidence of continual improvement in FSMS suitability, adequacy and effectiveness?			
10.3	Is the FSMS updated using communication outputs, verification results, management review and emerging information?			

Summary and Action Plan

Consolidated Improvement Plan

Priority	Finding / Observation	Required Follow-up	Owner	Target Date	Closure Status

Overall Readiness Conclusion

Overall readiness	
Critical food safety issues requiring immediate attention	
Recommended next review date	
Reviewed by / Date	

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