

SHUDDHA SITE VISIT AUDIT PROGRAM

(AUD 1)

for us by Shuddha auditors on site visit to assess compliance



<insert NPO details here>



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Date: _____

Company Name: _____

Site Visit Address: _____

SECTION A: AUDITOR DETAILS

Ref	Description	To be completed by auditor
A1	Audit Lead name, surname and ID Number	
A2	Audit team member 1 name, surname and ID Number	
A3	Audit team member 2 name, surname and ID Number	

<insert NPO details here>



SECTION B: AUTHORISED PERSON DETAILS

Ref	Description	To be completed by auditor
B1	Has the authorised person been appointed by a director (per CIPC docs) on a company letterhead?	
B2	Authorised person name and surname	
B3	Authorised persons ID Number	
B4	Authorised persons designation	
B5	Did you obtain a certified copy of the authorised persons ID?	
B6	Did you obtain a copy of the authorised persons appointment letter?	

<insert NPO details here>



SECTION C: SHUDDHA PRINCIPLES

Ref	Description	To be completed by auditor
C1	Document the food preparation, storage and consumption areas. <Use separate page and place in audit file>	
C2	Inspect the documented food preparation, storage and consumption areas and document the following:	
C2.1	Is there evidence of animal meat, protein, tissue and/or fat (meat, poultry, shellfish, fish and/or insect)?	
C2.2	Is there evidence of bone stock or other meat related stock?	
C2.3	Is there evidence of animal or carcass fats (including suet, lard or dripping) ?	
C2.4	Is there evidence of gelatine, aspic, gelatine-based block, jelly	
C2.5	Is there evidence of rennet (animal)	
C2.6	Is there evidence of foods from unapproved or unknown source	
C2.7	Is there evidence of insect or extracts from insects?	
C2.8	Is there evidence of any other ingredients resulting from slaughter?	
C2.9	Is there evidence of eggs?	
C2.10	Is there evidence of alcohol?	
C2.11	Is there evidence of dairy products?	

<insert NPO details here>



SECTION D: HYGIENE

Ref	Description	To be completed by auditor
D1	Is there an OH&S audit report compiled by an independent company?	
D2	Is the OH&S audit report less than 12 months old?	
D3	Have you obtained a copy of the OH&S audit report?	
D4	Is there a Municipal certificate of Hygiene / OH&S?	
D5	Have you obtained a copy of the Municipal certificate?	

SECTION E: CROSS CONTAMINATION

Ref	Description	To be completed by auditor
E1	Are there non-vegetarian products available in the same kitchen?	
E2	What are the procedures followed to prevent cross contamination? <Use separate page and place in audit file>	<Use separate page and place in audit file>
E3	Did any cross contamination occur during the site visit?	
E4	Are there any non-permissible contents in the hand sanitizer and soaps?	

<insert NPO details here>



SECTION F: REGULATORY COMPLIANCE

Ref	Description	To be completed by auditor
F1	Is there a valid certificate of Occupational Health and Safety?	
F2	Is there a valid trading licence to prepare / serve food?	

SECTION G: LAB TESTING

Ref	Description	To be completed by auditor
G1	Does the entity have a test report from a SANAS accredited laboratory for each product to be accredited?	
G2	Does the entity's test report indicate none of the items described in Section C are present?	
G3	Have you obtained a set of final product samples for independent testing?	
G4	Have you obtained a set of pretreatment samples for independent testing?	
G5	Have you obtained a set of detergent/sanitising samples for independent testing?	
G6	Has the Shuddha selected SANAS approved lab tested each sample for items described in Section C?	
G7	Has the Shuddha selected SANAS approved lab found any items described in Section C?	

<insert NPO details here>



SECTION I: POST SITE VISIT FINDINGS

Ref	Description	To be completed by Committee
I1	After review of the audit file, is there any further information required?	
I2	Document further information required and date requested.	
I3	Was the further information received within _____ days?	
I4	Approved / Declined	

_____ **END OF DOCUMENT** _____

