The 18-point audit-readiness checklist *for FSAI, BRCGS & SFPA.*

Built with the QA team at Cashel Farmhouse Cheesemakers ahead of their last BRCGS Issue 9 audit — passed without a single non-conformance. Eighteen checks across five categories, cross-referenced to the clauses they map to. This checklist is a working guide, not a substitute for the standards themselves.

> **How to use it:** run through the list two weeks before your audit window opens. Mark each item Green (evidenced, tested), Amber (works, but slow or person-dependent) or Red (gap — needs a decision before the auditor arrives). Ambers are usually process; reds need action.

● Green — evidenced & tested ● Amber — works, but fragile ● Red — gap, needs a decision

01 Traceability

5 checks · the section auditors test live

☐☐☐ **Backward trace works, timed** **BRCGS §3.9**
Pick any finished-product lot from the last 3 months. Can you name every raw-material and packaging lot in it — supplier, delivery date, supplier lot code — with documents? Time it. Target: well inside 4 hours including mass balance.

☐☐☐ **Forward trace works, timed** **BRCGS §3.9**
Pick any raw-material delivery. Can you list every batch it entered and every customer who received those batches, with quantities per dispatch line?

☐☐☐ **Supplier deliveries linked to intake records** **BRCGS §3.5**
Every goods-in entry carries the supplier lot code and links to its COA or conformance evidence — including packaging deliveries.

☐☐☐ **Rework and intermediates carry identity** **BRCGS §3.9**
Rework, silo runs, brines and work-in-progress have their own lot identity linking parent and child batches, with weights. This is where mass balances die.

☐☐☐ **Mock recall / traceability test on schedule** **BRCGS §3.9.2 / §3.11.3**
At least one documented traceability test and one recall-procedure test in the last 12 months, with timings, mass balance and corrective actions recorded.

02 QC documentation

4 checks

☐☐☐ **Per-batch QC records complete** **Reg. 852/2004 Art. 5**
CCP checks exist for every production day at the frequency your HACCP plan promises — signed, timed, by people on the training matrix.

☐☐☐ **Allergen declarations current** **FIC Reg. 1169/2011**
Product specs and labels match current recipes; allergen changes have dated spec revisions and label change evidence.

☐☐☐ **Deviations carry product dispositions**
Every monitoring excursion records what happened to the affected product — identified by batch — not just what happened to the equipment.

☐☐☐ **Records retention meets the strictest rule you carry**
Traceability and QC records retrievable for 5 years (or your strictest customer/sector requirement). Test it: pull last February's CCP logs in under 10 minutes.

© CloudVoro (Ireland) · keystone.cloudvoro.com

03 Dispatch & customer evidence

3 checks

Dispatch notes carry batch codes per line
Every dispatch line names the batch/lot dispatched, in the format each customer expects. Retailer-formatted templates where contracts require them.

Customer SKU mapping is a maintained document
Private-label codes map to internal products with effective dates — resolvable by anyone, not just the person who built the spreadsheet.

COAs issued and archived per dispatch
Where customers require COAs, evidence exists that the right COA went with the right dispatch — and you can re-produce any of them on demand.

04 Audit log & change control

3 checks

Records are attributable and protected
Who recorded what, when — and history cannot be silently edited. For paper: indelible ink, single-line corrections, initials. For systems: immutable audit trail.

Access is role-based
People can only amend the records their role owns; leavers are removed. A shared login for the whole floor destroys attributability.

Spec and recipe changes are versioned BRCGS §5.4
Historic batches resolve against the spec that was current when they were made — critical for claims and for private-label queries after a spec change.

05 Recall & withdrawal

3 checks

Documented recall procedure with named roles BRCGS §3.11 / 178/2002 Art. 19
Who decides, who calls the FSAI, who contacts customers, who talks to press — named people with deputies, contact lists dated within 12 months.

Drill cadence honoured
The recall procedure tested at least annually (twice-yearly if own-label retail contracts require it), with written exercise reports.

Evidence pack reproducible
For any lot, you can produce the full chain — suppliers, batches, customers, quantities — as a document an authority could take away. This is the artifact the whole checklist builds towards.

If the reds are still red.

Two honest options: tighten the spreadsheets (rework/sample/waste logs, one shared code register, a quarterly timed drill — costs discipline, not money), or put the chain in a system. Keystone connects supplier delivery → batch → dispatch → customer as one record, so the 4-hour test becomes a 30-second lookup. Transparent pricing at **keystone.cloudvoro.com/site/pricing** — and one free hour of audit-prep coaching on any discovery call: **keystone.cloudvoro.com/site/contact**.