

Feed Certification Audit-Readiness Checklist

A practical scope & system review for Quality Managers

FOODCHAIN ID®



Purpose

This checklist helps Quality Managers verify whether their **feed certification scope, systems, and controls** are audit-ready – **before** the external audit, not during it.

Use it as:

- a **pre-audit internal review**
- a **scope validation tool**
- a **cross-site alignment check**

1 Certification Scope Review (First Failure Point in Audits)

Confirm that your declared certification scope **fully reflects actual operations**.

Scope accuracy

- ☐ **All feed manufacturing activities** are included in scope
- ☐ **Trading, brokering, storage, and transport** activities are correctly declared
- ☐ Outsourced processes (e.g. third-party storage, blending, transport) are reflected
- ☐ New sites, products, or processes added in the last 12 months are included

Multi-scheme alignment

- ☐ Scope is **consistent across all certifications** (GMP+, FCA, OQUALIM, CSA-GTP, etc.)
- ☐ Differences between schemes are documented and justified
- ☐ Scope descriptions match **what auditors see on site**

 **Common audit finding:** scope reflects “how the plant used to operate”, not how it operates today.

2 System Coherence & Documentation

Verify that certifications are managed as **one system**, not parallel programs.

- ☐ One **HACCP plan** supports all feed certifications
- ☐ Procedures use **consistent terminology** across schemes
- ☐ Records are not duplicated for each certification
- ☐ Corrective actions apply **system-wide**, not per standard

- ☐ Document control is centralized and version-managed

 **Audit signal:** auditors can follow one logical system from risk → control → record.

3 High-Risk Raw Material Traceability

Apply enhanced checks to materials that carry higher regulatory or reputational risk.

For materials such as soy, imported proteins, Non-GMO or sustainability-linked inputs:

- ☐ Batch-level traceability demonstrated from **supplier → finished feed → customer**
- ☐ Supplier documentation aligns with **current certification scope**
- ☐ Sustainability / Non-GMO claims are supported by **verifiable evidence**
- ☐ Testing results are linked to **specific batches**, not generic COAs
- ☐ Gaps trigger a documented escalation process

 **Common audit finding:** traceability exists, but not at the depth required for high-risk inputs.

How Quality Managers Use This Checklist

High-performing feed operations typically:

- run this checklist 90-120 days before audit
- repeat it after major operational changes
- use it to align certification, testing, and supplier controls

This approach consistently leads to:

- fewer audit days on site
- reduced repeat non-conformances
- more predictable audit outcomes

4 Risk-Based Testing Program

Confirm that testing is preventive, not reactive.

- ☐ Testing plan is derived from **HACCP and raw material risk assessment**
- ☐ Frequency reflects **seasonality and supplier performance**
- ☐ Results are reviewed for trends, not only pass/fail
- ☐ Testing outcomes feed into corrective and preventive actions
- ☐ Testing responsibilities are clearly defined

 **Audit expectation:** testing supports risk control, not just certification compliance.

5 Audit Planning & Resource Readiness

Late planning is a major driver of audit inefficiency.

- ☐ External audits scheduled **6–9 months in advance**
- ☐ Combined audits planned where schemes allow
- ☐ Key QA and production staff availability confirmed
- ☐ Internal audit completed with sufficient lead time
- ☐ Corrective actions tracked and closed before audit date

 **Observed benchmark:** earlier planning correlates with fewer audit days and fewer repeat non-conformances (NCs).

6 Internal Audit & Management Review

Ensure internal reviews simulate the external audit reality.

- ☐ Internal audits cover **all activities in scope**
- ☐ Findings are categorized by risk and recurrence
- ☐ Management review includes certification performance trends
- ☐ Recurring non-conformances are addressed systemically

7 Final Audit-Readiness Check

Before confirming audit dates, validate the following:

- ☐ Scope accurately reflects operations
- ☐ System documentation is coherent and current
- ☐ High-risk materials have enhanced traceability
- ☐ Testing supports preventive control
- ☐ Audit resources and timelines are secured

 If any box remains unchecked, address it **before** the audit – not during it.

