

Audit - Document Control

Food Safety & Quality Template · Provided by GIFSQ

The document control audit checks that people are working to the current version of the right document - and that the obsolete ones can't come back to haunt you from a drawer or a shared drive.

A good auditor is curious, not hostile. Record what you actually observed, note the evidence, and agree corrective actions with the auditee before you leave the area.

1. Audit details

Field	Details
Audit title	Audit - Document Control
Audit no.	[AUD-YYYY-###]
Date(s)	[YYYY-MM-DD]
Auditor(s)	[Name(s)]
Area / process audited	[Area]
Auditee(s)	[Name(s) / Title(s)]

2. Audit criteria

Reword the clauses to match your standard if you need to - but keep the numbering stable so you can trend findings over time.

Ref	Requirement	C / NC / N/A	Evidence seen	Corrective action ref
1.1	Documented procedure defines approval, issue, review, and change control.	[]	[]	[]
1.2	Current versions are identifiable (version, date, approval).	[]	[]	[]

Ref	Requirement	C / NC / N/A	Evidence seen	Corrective action ref
1.3	Documents in use at point of use match the master list (spot checks).	☐	☐	☐
2.1	Obsolete documents are removed from use or clearly marked.	☐	☐	☐
2.2	External documents (standards, regulations, specs) are controlled.	☐	☐	☐
2.3	Changes are reviewed for food safety impact before approval.	☐	☐	☐
3.1	Records are legible, dated, signed, and attributable.	☐	☐	☐
3.2	Record retention meets defined periods and regulatory needs.	☐	☐	☐
3.3	Electronic records are backed up and access-controlled.	☐	☐	☐
4.1	Staff can find the documents they need (interviews/observation).	☐	☐	☐

3. Summary

- Total clauses checked: ☐
- Compliant: ☐ Non-compliant: ☐ N/A: ☐
- Overall result: [Pass / Conditional pass / Fail - define your scoring rule here]
- Key strengths: ☐
- Priority corrective actions: [list CAR references]

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]

Role	Name	Signature	Date
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026