

Audit - Labelling

Food Safety & Quality Template · Provided by GIFSQ

The labelling audit checks the last thing the consumer sees - and the thing behind most recalls. Artwork control, line checks, and finished-pack verification all get tested here.

Audit against what you see, not what you hope. Mark each clause C, NC or N/A on evidence - and write the evidence down; 'looked fine' isn't evidence. Every NC gets a corrective action.

1. Audit details

Field	Details
Audit title	Audit - Labelling
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	Artwork approval process includes QA sign-off and version control.	☐	☐	☐
1.2	Label specifications match current product formulations.	☐	☐	☐

Ref	Requirement	C / NC / N/A	Evidence seen	Corrective action ref
1.3	Allergen declarations on labels match the allergen matrix.	☐	☐	☐
2.1	Start-up label checks verify correct label, date mark, and lot code.	☐	☐	☐
2.2	Reel/label roll changes are checked and recorded.	☐	☐	☐
2.3	Date mark format and accuracy are verified against production records.	☐	☐	☐
3.1	Finished pack checks confirm label accuracy (sampling).	☐	☐	☐
3.2	Obsolete labels are controlled and destroyed.	☐	☐	☐
3.3	Label printers/scales are controlled; price and weight accuracy verified.	☐	☐	☐
4.1	Customer-specific labelling requirements are met.	☐	☐	☐
4.2	Regulatory label changes are tracked and implemented on time.	☐	☐	☐

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]
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