

# Audit - Maintenance

Food Safety & Quality Template · Provided by GIFSQ

The maintenance audit checks that the plant is looked after without becoming a contamination source itself - planned work, hygienic practices, and proper sign-off before restart.

*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 - Maintenance  |
| 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 | Preventive maintenance schedule covers all food-safety-critical equipment. | [ ]          | [ ]           | [ ]                   |
| 1.2 | PM tasks are completed on time; overdue tasks are tracked and escalated.   | [ ]          | [ ]           | [ ]                   |

| Ref | Requirement                                                                  | C / NC / N/A             | Evidence seen            | Corrective action ref    |
|-----|------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| 1.3 | Breakdown history is reviewed for repeat failures.                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.1 | Maintenance in food areas follows hygienic practices (protection, clean-up). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.2 | Food-grade lubricants are used where required; non-food-grade is controlled. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.3 | Tools and parts are accounted for after work in food areas.                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2.4 | Post-maintenance inspection and sign-off occur before production restarts.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.1 | Contractors are controlled: induction, supervision, and work permits.        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3.2 | Temporary repairs are recorded and given permanent fix dates.                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.1 | Spare parts storage is clean and organized; critical spares are available.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4.2 | Equipment modifications go through change control with food safety review.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### 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.

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**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