

Audit - New Product Introduction

Food Safety & Quality Template · Provided by GIFSQ

New products are where systems get stretched - new ingredients, new allergens, new labels, new processes. This audit checks the launch was controlled, not improvised.

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 - New Product Introduction
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	New product goes through a defined approval process with QA involvement.	[]	[]	[]
1.2	HACCP implications are assessed; plan updated before launch if needed.	[]	[]	[]

Ref	Requirement	C / NC / N/A	Evidence seen	Corrective action ref
1.3	Specifications exist for new ingredients and finished product.	☐	☐	☐
2.1	Allergen assessment is completed; matrix and labels updated.	☐	☐	☐
2.2	Label artwork is approved with correct declarations and date marks.	☐	☐	☐
2.3	Shelf life is validated or justified before the date mark is set.	☐	☐	☐
3.1	Trial runs verify the process can consistently meet specification.	☐	☐	☐
3.2	Supplier approval covers new ingredients before first order.	☐	☐	☐
3.3	Customer requirements and regulatory requirements are confirmed.	☐	☐	☐
4.1	Launch review captures lessons learned for the next introduction.	☐	☐	☐

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