

	<b>Issues</b>	<b>Critical / Major / Minor</b>	<b>Correction</b>	<b>Preventive action (to prevent recurrence of non-conformity by addressing its root cause)</b>	<b>When</b>	<b>Who</b>	<b>Action approved by auditor (name and date)</b>
1	<p><b>3.6 Specifications</b></p> <p>The Retailer of Oats listed in the specification is listed as Hax, it has now changed to Glebe Farms (Retailer approval was complete).</p>	Minor					
2	<p><b>4.1 External Standards</b></p> <p>The following issues were observed externally:</p> <p>a) Items of building material from the kitchen refit were propped against the wall outside Unit 2 and could provide harbourage for pests.</p> <p>b) There was build up of leaves around the yard, particularly behind the portacabin office which could provide pest harbourage.</p>	Minor					

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3	<p><b>4.6 Equipment</b></p> <p>An air gun on the mixing area Mezzanine floor had been wrapped in red sticky tape which could present a foreign body hazard.</p>	Minor					
4	<p><b>4.8 Staff Facilities</b></p> <p>There was clutter on the floor in the male changing room (plastic bags, shelving and personal items), which could make cleaning difficult.</p>	Minor					
5	<p><b>4.9.2 Metal Control</b></p> <p>The cutting blade found on a ledge next to the slicing machine was damaged and there is no record of this being reported (this machine is not used for Retailer products).</p>	Minor					

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6	<p><b>4.9.3 Control of Glass, Brittle Plastic &amp; Ceramics</b></p> <p>The new packing line covers installed to protect film from contamination had not been included on the Glass &amp; Plastic audit form.</p>	Minor					
7	<p><b>4.11 Hygiene &amp; Housekeeping</b></p> <p>The following issues were noted with regard to hygiene &amp; Housekeeping:</p> <p>a) A small spillage of oats was observed behind a pallet in Unit 1, which could attract pests.</p> <p>b) A small spillage of Brazil Nuts was observed on the floor near to the grinding area on the mezzanine floor.</p>	Minor					

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8	<p><b>4.14 Pest Control</b></p> <p>There was webbing consistent with moth activity on the gantry beneath the mixer hopper with no pheromone traps evident in this area.</p>	Minor					
9	<p><b>4.15 Storage Facilities</b></p> <p>There were some items of packaging in cardboard boxes (stretch wrap and tape) stored on the floor behind a door and a pallet of product, these could provide harbourage and nesting for pests.</p>	Minor					
10	<p><b>5.3 Management of Allergens</b></p> <p>The requirement to print time of packing and line on each pack is not carried out. The site only print the Best Before date on the pack panel.</p>	Minor					

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11	<p><b>6.3 Quantity Controls Weight</b></p> <p>The check-weigher, when challenged, did not reject underweight packs and the reject mechanism is not routinely tested with a T2 pack (the site maintain an off line weight check for Retailer products currently).</p>	Minor					
12	<p><b>6.4 Calibration</b></p> <p>The Metal Detector / Check-weigher calibration date had expired on 29<sup>th</sup> August 2016 (although the site had evidence of an email sent to chase the contractor).</p>	Minor					
13	<p><b>7.4 Protective Clothing</b></p> <p>A white factory coat was found hanging with outside clothing in the male changing room.</p>	Minor					

**AUDITOR COMMENTS**

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Non-conformity reference	
5.3	The requirement was miss understood following the previous audit and the site have been writing the time on pack samples and not including this on each pack. The production manager was sure that this requirement could be met with the sites coding machines.
3.6	The current specification nutritional also did not match the packaging but evidence of email traffic between Retailer and the site showed that the remainder of film could be used till the next corrected print run.

**AUDIT REPORT REVIEW (to be completed by person reviewing the report before its formal issue)**

<b>Audit reviewed by</b>	
<b>Name</b>	Susan Fulcher
<b>Position</b>	Report Review Technologist
<b>Date</b>	09/09/16

**AUDIT CLOSURE AND CERTIFICATION DECISION (to be completed by Retailer Standards auditor or Approved Technical Reviewer)**

Audit closed & certificated by: (Scope, exclusions and grade as page 2 confirmed)	
<b>Name</b>	
<b>Position</b>	
<b>Date</b>	

**Auditor comments where Retailer corrections and / or corrective actions are deemed inadequate:**

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