

FREE OPERATIONAL TEMPLATE

Food Quality Audit Checklist

Use this 60-point checklist to audit supplier quality, receiving, storage, process consistency, sensory standards, packaging, hygiene, finished-product release, complaints, and corrective-action closure.

Site / location

Audit date

Auditor

Quality manager

1. Audit setup, product scope, standards, and accountability

1

Confirm the site, department, product categories, audit date, auditor, shift, responsible manager, and

FOOD QUALITY AUDIT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Set the product scope, specifications, tolerance limits, sampling plan, and critical-failure rules before the audit begins.

2

Define the food-quality standards, approved specifications, legal requirements, customer

FOOD QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Set the product scope, specifications, tolerance limits, sampling plan, and critical-failure rules before the audit begins.

3

Verify current product specifications, recipes, process instructions, quality limits, sampling plans, and escalation contacts are available.

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Set the product scope, specifications, tolerance limits, sampling plan, and critical-failure rules before the audit begins.

4

Review previous audit scores, rejected batches, complaints, returns, supplier issues, deviations, holds, and overdue corrective actions.

FOOD QUALITY AUDIT

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Set the product scope, specifications, tolerance limits, sampling plan, and critical-failure rules before the audit begins.

5

Identify critical quality attributes for each sampled product, including appearance, texture, flavour, aroma, weight, size, temperature, packaging, and shelf life.

FOOD QUALITY AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Set the product scope, specifications, tolerance limits, sampling plan, and critical-failure rules before the audit begins.

6

Confirm ownership for receiving, production, quality assurance, sanitation, storage, release, complaints, and corrective-action closure.

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Set the product scope, specifications, tolerance limits, sampling plan, and critical-failure rules before the audit begins.

2. Supplier approval, receiving, raw materials, and traceability

7

Confirm all sampled ingredients, packaging materials, and suppliers are approved against current

FOOD QUALITY AUDIT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Sample materials from different suppliers and deliveries, then verify identity, condition, measurements, and end-to-end traceability.

8

Inspect incoming vehicles, seals, cleanliness, temperature conditions, and delivery documentation

CRITICAL

FOOD QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Sample materials from different suppliers and deliveries, then verify identity, condition, measurements, and end-to-end traceability.

9

Check ingredient identity, grade, brand, batch, quantity, condition, dates, allergen status, and certificate information against specifications.

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Sample materials from different suppliers and deliveries, then verify identity, condition, measurements, and end-to-end traceability.

10

Verify damaged, contaminated, substituted, short-dated, or out-of-specification materials are rejected

CRITICAL

FOOD QUALITY AUDIT

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Sample materials from different suppliers and deliveries, then verify identity, condition, measurements, and end-to-end traceability.

11

Confirm receiving temperatures and other critical measurements are taken with calibrated devices and

FOOD QUALITY AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Sample materials from different suppliers and deliveries, then verify identity, condition, measurements, and end-to-end traceability.

12

Trace a sampled raw material from receipt through storage, production use, finished product, and

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Sample materials from different suppliers and deliveries, then verify identity, condition, measurements, and end-to-end traceability.

3. Storage, stock rotation, segregation, and condition control

13 Inspect dry, chilled, frozen, ambient, and packaging storage areas for cleanliness, organization, lighting, airflow, and physical condition.

FOOD QUALITY AUDIT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Inspect several storage zones and products, including high-risk, high-value, short-life, held, and slow-moving stock.

14 Verify raw materials, allergens, chemicals, packaging, work-in-progress, finished products, returns, holds, and waste are segregated correctly.

FOOD QUALITY AUDIT

Record

Current

Owner

Evidence

Action

Execution tip: Inspect several storage zones and products, including high-risk, high-value, short-life, held, and slow-moving stock.

15 Record temperatures and humidity where applicable and confirm alarms, monitoring devices, and review records are working.

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

CRITICAL

Execution tip: Inspect several storage zones and products, including high-risk, high-value, short-life, held, and slow-moving stock.

16 Check FIFO and FEFO rotation, use-by dates, opened-product shelf life, batch identification, and stock status labels.

FOOD QUALITY AUDIT

Acceptable

Needs action

Critical

LIVE PHOTO | Add

CRITICAL

Execution tip: Inspect several storage zones and products, including high-risk, high-value, short-life, held, and slow-moving stock.

17 Inspect stored products for leaks, swelling, moisture, freezer burn, infestation, taint, damage, contamination, or quality deterioration.

FOOD QUALITY AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Inspect several storage zones and products, including high-risk, high-value, short-life, held, and slow-moving stock.

18 Confirm held or rejected stock is clearly identified, physically controlled, system-blocked where applicable, and released only by authorized personnel.

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Inspect several storage zones and products, including high-risk, high-value, short-life, held, and slow-moving stock.

4. Process control, recipe compliance, and production consistency

19

Verify the approved recipe, bill of materials, process flow, batch size, equipment, and production

FOOD QUALITY AUDIT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Observe a live batch and record actual process values rather than relying only on completed paperwork.

20

Confirm ingredients are weighed, measured, staged, and added in the correct sequence using verified

CRITICAL

FOOD QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Observe a live batch and record actual process values rather than relying only on completed paperwork.

21

Observe mixing, preparation, cooking, cooling, fermentation, filling, assembly, or other process steps

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe a live batch and record actual process values rather than relying only on completed paperwork.

22

Check in-process samples for appearance, consistency, size, weight, texture, temperature, pH, Brix, moisture, or other applicable quality attributes.

CRITICAL

FOOD QUALITY AUDIT

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe a live batch and record actual process values rather than relying only on completed paperwork.

23

Verify rework, substitutions, deviations, and process adjustments are authorized, traceable,

FOOD QUALITY AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Observe a live batch and record actual process values rather than relying only on completed paperwork.

24

Compare output across lines, shifts, operators, or batches to confirm the process produces consistent

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Observe a live batch and record actual process values rather than relying only on completed paperwork.

5. Sensory quality, specification testing, and product evaluation

25

Inspect sampled products for approved colour, shape, surface, fill, portion, finish, and absence of

CRITICAL

FOOD QUALITY AUDIT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Use approved reference samples and calibrated tools so sensory and specification decisions remain consistent across auditors.

26

Evaluate aroma, flavour, texture, mouthfeel, freshness, and aftertaste using the approved sensory

FOOD QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Use approved reference samples and calibrated tools so sensory and specification decisions remain consistent across auditors.

27

Measure weight, dimensions, volume, count, yield, or portion against target and tolerance limits.

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Use approved reference samples and calibrated tools so sensory and specification decisions remain consistent across auditors.

28

Verify product temperature, pH, Brix, salt, moisture, viscosity, or other defined quality readings using calibrated devices

CRITICAL

FOOD QUALITY AUDIT

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Use approved reference samples and calibrated tools so sensory and specification decisions remain consistent across auditors.

29

Check samples are collected, identified, handled, tested, retained, and disposed of according to the

CRITICAL

FOOD QUALITY AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Use approved reference samples and calibrated tools so sensory and specification decisions remain consistent across auditors.

30

Confirm failed sensory or specification results trigger product hold, repeat testing, investigation, and documented disposition

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Use approved reference samples and calibrated tools so sensory and specification decisions remain consistent across auditors.

6. Packaging, labelling, coding, and presentation

31

Inspect primary and secondary packaging for cleanliness, integrity, correct material, print quality, and most specifications.

FOOD QUALITY AUDIT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Compare the physical pack with approved artwork and coding, then inspect several units from different positions in the batch.

32

Verify labels match the approved artwork and include the correct product name, ingredients, allergens, nutrition, storage, and mandatory information.

FOOD QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Compare the physical pack with approved artwork and coding, then inspect several units from different positions in the batch.

33

Check date codes, batch codes, use-by or best-before dates, manufacturing details, and traceability information are correct and legible.

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Compare the physical pack with approved artwork and coding, then inspect several units from different positions in the batch.

34

Confirm fill level, seal strength, closure, vacuum, tamper evidence, headspace, and pack appearance most specifications.

FOOD QUALITY AUDIT

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Compare the physical pack with approved artwork and coding, then inspect several units from different positions in the batch.

35

Inspect case packing, product orientation, count, dividers, pallet pattern, stretch wrapping, and most specifications.

FOOD QUALITY AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Compare the physical pack with approved artwork and coding, then inspect several units from different positions in the batch.

36

Verify obsolete, damaged, or incorrect labels and packaging are controlled to prevent unintended use.

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Compare the physical pack with approved artwork and coding, then inspect several units from different positions in the batch.

7. Hygiene, sanitation, foreign-body, and contamination prevention

37

Inspect employee hygiene, protective clothing, handwashing, jewellery, illness controls, and movement

FOOD QUALITY AUDIT

NAME | Enter

S. | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Inspect both visible hygiene conditions and hidden contamination risks inside equipment, under lines, and at product-change points.

38

Verify food-contact surfaces, utensils, lines, and equipment are clean, sanitized, dry, and released

CRITICAL

FOOD QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Inspect both visible hygiene conditions and hidden contamination risks inside equipment, under lines, and at product-change points.

39

Confirm cleaning chemicals are approved, labelled, diluted correctly, stored securely, and prevented from contaminating food or packaging.

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Inspect both visible hygiene conditions and hidden contamination risks inside equipment, under lines, and at product-change points.

40

Check foreign-body controls such as sieves, filters, magnets, metal detection, X-ray, glass, brittle plastic, wood, and tool accountability.

CRITICAL

FOOD QUALITY AUDIT

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect both visible hygiene conditions and hidden contamination risks inside equipment, under lines, and at product-change points.

41

Inspect for pest evidence, condensation, leaks, flaking paint, loose parts, damaged surfaces, dust, mould, or other contamination risks.

CRITICAL

FOOD QUALITY AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Inspect both visible hygiene conditions and hidden contamination risks inside equipment, under lines, and at product-change points.

42

Verify allergen changeover, line clearance, label verification, and cleaning validation prevent cross contact and mislabelling.

CRITICAL

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Inspect both visible hygiene conditions and hidden contamination risks inside equipment, under lines, and at product-change points.

8. Finished product release, storage, dispatch, and shelf-life control

43

Confirm finished products remain on hold until required quality checks, records, and approvals are

FOOD QUALITY AUDIT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Review a released batch from completed records through storage and dispatch to confirm release controls protect quality.

44

Review batch records for completeness, legibility, actual values, deviations, signatures, and

FOOD QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Review a released batch from completed records through storage and dispatch to confirm release controls protect quality.

45

Inspect finished-product storage conditions, stock rotation, segregation, handling, and protection from

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Review a released batch from completed records through storage and dispatch to confirm release controls protect quality.

46

Verify dispatch vehicles, loading practices, temperatures, seals, route conditions, and delivery

FOOD QUALITY AUDIT

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Review a released batch from completed records through storage and dispatch to confirm release controls protect quality.

47

Check shelf-life verification, retain samples, stability results, and complaint trends support the declared

FOOD QUALITY AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Review a released batch from completed records through storage and dispatch to confirm release controls protect quality.

48

Trace a finished product batch from production through release, storage, dispatch, customer

FOOD QUALITY AUDIT

Compliant

Partial

Non-compliant

N/A

Execution tip: Review a released batch from completed records through storage and dispatch to confirm release controls protect quality.

9. Complaints, non-conformance, CAPA, and continuous improvement

49

Review customer complaints, returns, rejections, sensory failures, weight issues, packaging defects, CRITICAL

FOOD QUALITY AUDIT

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

Execution tip: Link every quality failure to containment, root cause, named action, due date, proof, and an effectiveness check.

50

Confirm each non-conformance records the requirement, observed condition, affected batch, quantity, risk, evidence, and immediate containment. CRITICAL

FOOD QUALITY AUDIT

Record	Current	Owner	Evidence	Action

Execution tip: Link every quality failure to containment, root cause, named action, due date, proof, and an effectiveness check.

51

Verify root-cause analysis considers materials, methods, people, equipment, environment, measurement, and management systems.

Compliant

Partial

Non-compliant

N/A

FOOD QUALITY AUDIT

Execution tip: Link every quality failure to containment, root cause, named action, due date, proof, and an effectiveness check.

52

Assign corrective and preventive actions to named owners with deadlines, evidence requirements, escalation, and effectiveness checks. CRITICAL

FOOD QUALITY AUDIT

Acceptable

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Link every quality failure to containment, root cause, named action, due date, proof, and an effectiveness check.

53

Check actions remain open until repeat inspection, testing, trend data, or other objective evidence

FOOD QUALITY AUDIT

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

Execution tip: Link every quality failure to containment, root cause, named action, due date, proof, and an effectiveness check.

54

Review quality performance by product, supplier, line, shift, location, defect type, complaint rate, hold rate, and closure time.

Compliant

Partial

Non-compliant

N/A

FOOD QUALITY AUDIT

Execution tip: Link every quality failure to containment, root cause, named action, due date, proof, and an effectiveness check.

10. Final score, risk acceptance, verification, and management sign-off

55

Record all audit findings with severity, affected products or batches, evidence, containment, owner, and authorized disposition.

NAME | Enter

DATE / TIME | Enter

APPROVAL | Enter

CRITICAL

FOOD QUALITY AUDIT

Execution tip: Keep findings open until objective evidence confirms the product risk is controlled and the fix is sustained.

56

Classify findings as critical, major, minor, or observation using approved scoring, hold, release, or disposition.

Record	Current	Owner	Evidence	Action

CRITICAL

FOOD QUALITY AUDIT

Execution tip: Keep findings open until objective evidence confirms the product risk is controlled and the fix is sustained.

57

Confirm critical food-quality failures are escalated immediately and affected products remain controlled until authorized disposition.

Compliant

Partial

Non-compliant

N/A

CRITICAL

FOOD QUALITY AUDIT

Execution tip: Keep findings open until objective evidence confirms the product risk is controlled and the fix is sustained.

58

Verify completed actions through repeat sampling, testing, inspection, document review, training, evidence, or process-performance results.

Acceptable

Needs action

Critical

LIVE PHOTO | Add

CRITICAL

FOOD QUALITY AUDIT

Execution tip: Keep findings open until objective evidence confirms the product risk is controlled and the fix is sustained.

59

Summarize repeat issues, systemic risks, supplier trends, process capability gaps, customer impact, and support required from management.

READING | Enter

LIMIT | Enter

DEVICE ID | Enter

CRITICAL

FOOD QUALITY AUDIT

Execution tip: Keep findings open until objective evidence confirms the product risk is controlled and the fix is sustained.

60

Record the final score, unresolved risks, accepted exceptions, next audit date, auditor, site manager, quality approver, date, time, and signatures.

Compliant

Partial

Non-compliant

N/A

FOOD QUALITY AUDIT

Execution tip: Keep findings open until objective evidence confirms the product risk is controlled and the fix is sustained.

RUN THIS CHECKLIST DIGITALLY

Turn food quality findings into verified improvement

Use Taqtics to capture evidence, compare specifications, assign actions, verify closure, and track trends.