1. **VERIFICATION**

The Food Safety Programme is subject to two types of verification audits.

# Section 5.1 Internal Audit and Review

**Internal Audit**

An annual Internal Audit carried out ‘in-house’ by a member of the management staff. Alternatively, the business may appoint and external qualified person (e.g., food safety consultant), to conduct the internal audit.

The operator shall ensure the audit is completed at least annually and recorded on the Internal Audit Record (Form 17).

The purpose of this verification check includes:

* to ensure all components of the programme are carried out in practice.
* to ensure the National Programme Level 3 is still relevant to the manufacturing business.
* to ensure all food handling activities and products are documented within the scope of the National Programme Level 3 (or any other similar registrations held by the company).

**Good Operating Practices**

A monthly Good Operating Practices inspection is carried out ‘in-house’ monthly by a designated trained member of the staff.

Records:

*Form 15: Good Operating Practices Assessment Form*

*Form 17: Internal Audit Record*

# Section 5.2 External Verification

An on-site verification shall be carried out within 6 weeks of the initial registration of the National Programme Level 3. An approved regulatory verifier shall carry out an on-going verification.

The chosen external verifier must be approved to verify the products and process types relevant to the business, and not to have been involved in the development or implementation of the food safety programme for a minimum of two years. A list of potential verifiers is available from the MPI website (refer:<http://www.foodsafety.govt.nz/registers-lists/food-act-2014-recognised-persons/index.htm>)

The external verification will involve a review with the operator of all components of the programme as applied to, and operated by, the business; scrutiny of any records; discussions with staff as necessary to confirm an understanding of the business approach to producing safe and suitable products; and a physical inspection of the premises. Verification is a check that the Programme remains appropriate for business activities and that the business is meeting regulatory requirements.

The external verifier will complete a report to the food business and update the registration authority following each verification visit. The external verifier will manage agreed non-conformance with programme requirements with the operator, and when appropriate, initiate action to remedy non-compliance through Food Safety Officers appointed by MPI.

The operator is responsible to ensure that corrective action information for any identified non compliances or non conformances is provided to the verified within the agreed timeframe/s.