

ENVIRONMENTAL HEALTH INSPECTIONS – FOOD AND SAFETY INTERNAL CONTROL QUESTIONNAIRE

Introduction

The ICQ outlined below is designed for an audit within local government within the UK. However, the audit principles will be the same across the world.

Question	Yes	No	N/A	Comments
Guidelines <ul style="list-style-type: none"> • Does the organization have policies and procedures regarding food and safety inspection programs? • How widely is this known e.g. does it extend to the proprietors of premises to be visited? • Does the organization provide leaflets to the premises stipulating the guidelines? 				
Responsibility <ul style="list-style-type: none"> • Has a suitable officer been nominated to enforce the Food and Safety Act 1990 (UK) • How is this evidenced? • Are authorized powers of entry and issuing of enforcement notices granted to nominated officers? • Is a certificate issued to evidence this authority? • Who is responsible for the authorization? 				
Database <ul style="list-style-type: none"> • Is a database of premises to be inspected maintained? • Is it up-to-date? • Who is responsible for its maintenance? • Is the database reviewed in light of inspections and suitable amendments made to the risk assessment? • How are the Environmental Health Inspection (EHI) team notified of change of details e.g. change of ownership? • How are the EHI team informed about new premises? • Is a reconciliation undertaken between information on the database and other records? Organization from achieving its objectives? 				

Risk Assessment				
<ul style="list-style-type: none"> • Has a risk assessment been undertaken which complies with FSA criteria? • Is a suitable inspection plan produced based on the risk assessment? • How does the Environmental Health Manager ensure that there are adequate resources to fulfill the requirements of the plan? • How is work allocated? 				
Work Program				
<ul style="list-style-type: none"> • Are officers provided with a work program? • Is adequate documentation such as working papers and reports held on file? • Are exit meetings held with the inspectee? • Are reports produced and finding communicated? • Is there an adequate system of follow up of non-conformities? • How is this documented? 				
Quality Review				
<ul style="list-style-type: none"> • Are quality reviews undertaken on inspections? • Who undertakes these reviews? • Are working papers signed off as evidence of review? • Who signs the working papers? • Are peer reviews undertaken? 				
Training				
<ul style="list-style-type: none"> • Are inspections undertaken by suitably qualified professionals with the appropriate accreditations? • Have officers received adequate training? 				
Monitoring				
<ul style="list-style-type: none"> • Who monitors performance to ensure delivery within the plan? • Is management information reported on a regular basis to a suitable committee? 				