



**Laboratory
Audit and Accreditation Scheme
Checklist
(Revised November 2008)**

Laboratory Audited	
Location	
Date of Audit	
Auditor Name Signature	

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COMPLETING THE CHECKLIST

Introduction

Auditors must use the following checklist when auditing laboratories being considered for UK Flour Millers laboratory accreditation. It should be used in conjunction with the “UK Flour Millers Standard for Intake Laboratories and Intake Proficiency Scheme Protocol” and the “UK Flour Millers Laboratory Audit and Accreditation Protocol”. Both documents are available from UK Flour Millers, either by post (UK Flour Millers, 21 Arlington Street, London, SW1A 1RN) or from the UK Flour Millers web-site www.ukflourmillers.org

Throughout this checklist the relevant clauses of the UK Flour Millers Standard for Intake Laboratories are stated in brackets in the section heading.

The checklist should be used during the audit and all observations recorded to confirm where conformance and non-conformance with the “UK Flour Millers Standard for Intake Laboratories and Intake Proficiency Scheme Protocol” are found. The checklist should also be used to record any observations. (For definitions of non-conformances and observations see Audit Grading System on page 7).

Throughout this checklist the annotation ✘ indicates that if this clause is not fulfilled a MAJOR non-conformance must be raised.

On completion of the audit, it is the auditor’s responsibility to leave a copy of the completed checklist with the laboratory (See UK Flour Millers Laboratory Audit and Accreditation Protocol) and to send the original completed checklist (attached to the UK Flour Millers checklist) to UK Flour Millers.

The Auditor

One aim of the UK Flour Millers Proficiency Scheme is the raising of standards in the Industry. Accordingly, it is recommended that the auditor should be able to demonstrate sufficient knowledge of the science and application of the testing methods in order to be able to carry out the audit in sufficient depth. To confirm the auditor’s relevant qualifications and experience, the auditor should complete the box on page 5 (Auditors Relevant Qualifications/Experience).

Auditors are requested to provide the information requested on pages 1, 5 and 6.

Laboratories already accredited under other schemes

If the laboratory is already accredited under another scheme which covers the areas included in the UK Flour Millers audit, auditors are NOT required to re-audit these. Auditors should check that the laboratory holds current certification (BRC, CLAS, and Laced). These three certificates are acknowledged as certification to ISO 17025 or equivalent and are accepted by UK Flour Millers as suitable replacements.

Scope of Accreditation

The scope of the certificate includes all of the tests required by UK Flour Millers.

These are:

Hagberg Falling number
Protein
Moisture
Hectolitre weight
Screenings and Admixture
Hardness
Gluten washing
Visual examination

Where a laboratory performs any of these tests, they **must** be included within the scope of accreditation. Only tests not performed by the laboratory can be considered for exclusion.

As a minimum, the scope of accreditation must include Hagberg Falling Number, Protein and Moisture Content determinations.

Tests to be audited

The UK Flour Millers Laboratory Audit and Accreditation Protocol (6.1) requires that: *Where all the tests within the scope of accreditation cannot be witnessed during each audit, the auditor shall nominate the tests to be viewed during each audit. The auditor shall ensure that all tests within the scope of accreditation are audited at least once every three years.*

Additional checks

- Each audit must include Sections 1 to 16 of the Checklist, where appropriate.
- Sections 17 to 26 of the Checklist may only be omitted if the tests are not applicable.

Audit Details

Auditor:	Audit Date:	Date of Previous Audit:	Report Code:
Laboratory Name:			
Address:			
Post Code:			
Tel. No		Fax No	

Type of Audit

First audit	First surveillance (1 Year)	Second surveillance (2 years)	Third surveillance (3 years)	Fourth surveillance (4 years)	Other surveillance (- years)
<input style="width: 80%; height: 20px;" type="text"/>					

Scope of Accreditation

Product	Test	Method
<i>e.g. Wheat</i>	<i>Protein</i>	<i>Intratec whole grain analyser</i>

Audit attendees

Name	Job Title	Opening Meeting	Laboratory Audit	Closing Meeting

Summary of audit findings

Major non-conformances
 Minor non-conformances
 Observations

Date of next audit:

Laboratory Background

Number of staff:

Wheat testing experience of staff:

Working patterns:

Number of samples tested each day:

Proposed changes to scope of accreditation:

Changes to laboratory facility since last audit:

Major non-conformances raised during last audit cleared:

Minor non-conformances raised during last audit cleared:

Other relevant information:

Auditor's Relevant Qualifications/Experience (Relevant to
wheat intake and testing, including UK Flour Millers qualifications)

Employment history relevant to wheat and milling:

Wheat testing experience:

UK Flour Millers milling course qualifications:

Laboratory auditing experience:

Other:

AUDIT GRADING SYSTEM

The UK Flour Millers Laboratory Assessment scheme uses four grades to classify the audit findings.

Compliance signified by ✓ in the auditor's checklist to indicate compliance with the

laboratory's documented procedures, compliance with the UK Flour Millers Standard for Intake Laboratories and that good practices are employed.

NON- CONFORMANCES

Major non-conformance, signified by **MAJ** in the auditor's checklist to indicate there is;

- a significant failure or breakdown in a particular area
- significant departure from the UK Flour Millers Standard for Intake Laboratories
- significant departure from the laboratory's documented procedure
- an issue that will directly affect or compromise the reliability of the test results

A major non-conformance requires prompt attention and must be addressed.

Minor non-conformance, signified by **MIN** in the auditor's checklist to indicate

that total compliance with the laboratory's documented procedures or the UK Flour Millers Standard for Intake Laboratories has not been demonstrated or a poor laboratory practice has been observed, but the deviation does not currently compromise the reliability of results but has the potential to do so if not addressed.

A minor non-conformance does not need to be addressed for accreditation to be considered, but must be addressed in advance of the next scheduled audit.

Observation, signified by **OBS** in the auditor's checklist to indicate that that a potential improvement to the system has been identified.

An observation does not preclude accreditation and implementation is at the laboratory's discretion.

UK Flour Millers Laboratory Audit Checklist**Index - by Section**

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UK Flour Millers Laboratory Audit Checklist

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UK Flour Millers Laboratory Audit - Checklist

PART 1

UK Flour Millers Laboratory Audit - Checklist		
EQUIPMENT CALIBRATION and OPERATION (7, 8 & 9 13, 14 &15)	Conform	Non-Conform
<p>1. BALANCES</p> <p>1.1 Are the balances uniquely identified?</p> <p>1.2 Does the laboratory have a documented procedure for calibration and checking of balances?</p> <p>1.3 What was the date of the last calibration? (✘ if the balance has not been calibrated within the last 12 months)</p> <p>1.4 Does the calibration certificate confirm traceability to National Standards? (✘ if the calibration certificate does not confirm traceability to National Standards)</p> <p>1.5 How often does the laboratory carry out balance accuracy checks over the range of use? (✘ if the laboratory does not carry out balance accuracy checks over the range of use at least weekly.</p> <p>1.6 What was the date of the last calibration of the weights? (✘ if the weights have not been calibrated within the last 24 months)</p> <p>1.7 Does the laboratory complete suitable records of balance checks, showing: date, balance identifier, acceptable tolerance, measured result and operator's signature? (✘ if suitable records of balance checks are not maintained)</p>		

UK Flour Millers Laboratory Audit - Checklist		
EQUIPMENT CALIBRATION and OPERATION (7, 8 & 9 13, 14 &15)	Conform	Non-Conform
<p>2. THERMOMETERS</p> <p>2.1 Are the thermometers uniquely identified?</p> <p>Does the laboratory have a documented procedure for the calibration of reference and working thermometers?</p> <p><u>REFERENCE THERMOMETERS</u></p> <p>2.3 What was the date of the last calibration? (✘ if the calibration of digital reference thermometers was not carried out within the last 12 months / if mercury-in-glass reference thermometers were not calibrated within the last 5 years)</p> <p>2.4 Does the calibration certificate confirm traceability to National Standards? (✘ if the calibration certificate does not confirm traceability to National Standards)</p> <p><u>WORKING THERMOMETERS</u></p> <p>2.5 Do the calibration records confirm: Date of the last calibration? (✘ if the calibration of working thermometers was not carried out within the last 12 months)</p> <p>2.6 Do records confirm that the correction factors are applied correctly? (✘ if the correction factors have not been correctly applied)</p>		

UK Flour Millers Laboratory Audit - Checklist		
EQUIPMENT CALIBRATION and OPERATION (7, 8 & 9 13, 14 &15)	Conform	Non-Conform
<p>3 TIMERS</p> <p>3.1 Are the timers uniquely identified?</p> <p>3.2 Does the laboratory have a documented procedure for the calibration of timers?</p> <p>3.3 Does the laboratory calibrate the timer over the period of use? (✗ if the timers are not calibrated over the period of use)</p> <p>3.4 Do the calibration records confirm:</p> <p style="padding-left: 20px;">Date of the last calibration (✗ if the timers are not calibrated at least every 12 months)</p> <p style="padding-left: 20px;">Who carried out the last calibration?</p> <p style="padding-left: 20px;">Reference device used</p> <p style="padding-left: 20px;">An acceptable variation from the reference device has been achieved</p> <p style="padding-left: 20px;">Where an unacceptable difference has been achieved, do the records confirm that actions have been taken</p>		

UK Flour Millers Laboratory Audit - Checklist		
EQUIPMENT CALIBRATION and OPERATION (7, 8 & 9 13, 14 &15)	Conform	Non-Conform
<p>4. WATER PURIFIERS Determination of Falling Number (FTWG 06 version 2.1) and Determination of Gluten Content Using the Glutomatic (FTWG 13 version 2.1) both require the use of distilled or deionised water.</p> <p>(✕ if the laboratory does not use distilled or deionised water for Falling Number and Gluten Content by Glutomatic determinations).</p> <p>4.1 State the type of water purifier used by the laboratory</p> <p>4.2 What checks does the laboratory perform to monitor the quality of purified water?</p>		

UK Flour Millers Laboratory Audit - Checklist																	
EQUIPMENT CALIBRATION and OPERATION (7, 8 & 9 13, 14 &15)	Conform	Non-Conform															
<p>6 CHECKING THE PARTICLE SIZE OF GROUND SAMPLES Based on FTWG 03p</p> <p>6.1 How often does the laboratory check the particle size of the ground products from <u>each</u> grinder? (✘ if the ground sample from each grinder is not checked at least every 6 months)</p> <p>6.2 Does the laboratory check the particle size of the ground sample “in house” or send samples to an approved laboratory?</p> <p>6.3 If done in-house, does the laboratory have a suitably documented method for the sieving of ground samples? (✘ if no documented method in place)</p> <p>6.4 If performed in-house, date of last sieve calibrations (✘ if the sieves have not been calibrated or checked against calibrated sieves within the last 12 months)</p> <p>6.5 Do the records confirm:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Date</td> <td style="width: 33%;">Operator</td> <td style="width: 33%;">Equipment used</td> </tr> <tr> <td>Raw data</td> <td>Correct calculation</td> <td></td> </tr> <tr> <td colspan="3">When <97.0% is recovered, the test is repeated</td> </tr> <tr> <td colspan="3">Losses of ≤3.0% are added to the throughs</td> </tr> <tr> <td colspan="3">Results are quoted to the nearest 0.5%</td> </tr> </table> <p>6.6 Are results for grinders compliant with the requirements of the relevant FTWG methods? (✘ if the results are not compliant with the requirements of the relevant FTWG method)</p> <p>Note: FTWG 06 Falling Number, FTWG 13 Glutomatic, and FTWG 19 Protein by Dumas require ground samples to meet the requirements of FTWG 04p i.e. 710µm 100% passing through sieve, 500µm ≥95% passing through sieve, 200µm ≤85% passing through sieve</p> <p>FTWG 08 Oven moisture requires ground material to meet these requirements : 1.7mm 100% passing through sieve, 1.0mm >90.0% passing through sieve, 0.5mm >50.0% passing through sieve</p>	Date	Operator	Equipment used	Raw data	Correct calculation		When <97.0% is recovered, the test is repeated			Losses of ≤3.0% are added to the throughs			Results are quoted to the nearest 0.5%				
Date	Operator	Equipment used															
Raw data	Correct calculation																
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Results are quoted to the nearest 0.5%																	

UK Flour Millers Laboratory Audit – Checklist		
EQUIPMENT CALIBRATION and OPERATION (7, 8 & 9 13, 14 & 15)	Conform	Non-Conform
<p>7 HAGBERG FALLING NUMBER Based on FTWG 06</p> <p>7.1 What type(s) of machine(s) used? Quote model number and serial number.</p> <p>7.2 Certificate of calibration in place? <input checked="" type="checkbox"/> if the machine has not been calibrated within the last 12 months).</p> <p>7.3 Does the laboratory have a suitably documented method? <input checked="" type="checkbox"/> if no documented method in place).</p> <p>7.4 Date of last check / calibration of water dispenser? <input checked="" type="checkbox"/> if the dispenser is not checked at least weekly) <input checked="" type="checkbox"/> if the results do not confirm that the dispenser is accurate to $25 \pm 0.2\text{ml}$)</p> <p>7.5 How often does the laboratory measure a control sample? <input checked="" type="checkbox"/> if no control sample is measured) How is the acceptable tolerance of the control sample determined? <input checked="" type="checkbox"/> if the acceptable tolerance for the control sample is frequently not achieved</p> <p>7.6 When a result is unsatisfactory, are corrective actions taken and recorded? <input checked="" type="checkbox"/> if no corrective actions have been taken)</p> <p>7.7 Does the laboratory correct the sample weight for moisture content?</p> <p>7.8 If the weight is corrected, how is the moisture content determined?</p> <p>7.9 Does the laboratory record the sample weight taken?</p>		

UK Flour Millers Laboratory Audit - Checklist		
EQUIPMENT CALIBRATION and OPERATION (7, 8 & 9 13, 14 &15)	Conform	Non-Conform
<p>10 WHEAT AND FLOUR ANALYSIS by NIR Based on the principles in FTWG 14 and applicable to all NIR calibrations for wheat and flour</p> <p>10.1 What type(s) of machine (s) is/are used? Quote make and model</p> <p>10.2 When were the instruments calibrations last reviewed/adjusted and the instrument serviced? Calibration review/adjustment date Calibration reviewed/adjusted by</p> <p>(✗ if the instrument's calibrations have not been reviewed within the last 12 months)</p> <p>Service date Serviced by</p> <p>10.3 Does the laboratory have suitably documented methods in place to cover: Validation of instrument and calibration performance (note that this may be undertaken by external contractors or instrument manufacturers in which case the laboratory should maintain suitable records from the contractor or instrument supplier) Check samples Measuring of test samples (✗ if the laboratory does not have documented method(s) in place to cover calibration etc.)</p> <p>10.4 Are the instrument calibrations traceable to the appropriate or stated reference method e.g. Dumas for protein (✗ if the calibrations are not traceable to the appropriate or stated reference method)</p> <p>10.5 How often does the laboratory measure known samples? (✗ if the laboratory does not measure at least one check sample each day the machine is used)</p> <p>10.6 Does the laboratory measure and record the temperature of samples?</p>		

UK Flour Millers Laboratory Audit - Checklist		
EQUIPMENT CALIBRATION and OPERATION (7, 8 & 9 13, 14 & 15)	Conform	Non-Conform
<p>12. SCREENINGS Based on (1) "UK Flour Millers RECOMMENDED CODE OF PRACTICE FOR MILL INTAKE" dated January 2005 and (2) Draft method: Screenings and Admixture dated 06/05/03</p> <p>12.1 What sieve types are used? (✗ if the sieves are not 3.5mm and 2.0mm slotted sieves)</p> <p>12.2 When were the sieves last calibrated? Date Calibrated by (✗ if the sieves have not been calibrated or checked against calibrated sieves or reference materials during the last 5 years)</p> <p>12.3 Does the laboratory have a suitably documented method? (✗ if the laboratory does not have a documented method in place)</p> <p style="padding-left: 40px;">Does the method state that all slot apertures must be aligned? Does the method state that the sample recovery must be $\geq 99.5\%$. If not, test must be repeated?</p> <p>12.4 What sample size is used for the screening test?</p> <p style="padding-left: 20px;">a. *Screenings = Non wheat material retained on 3.5mm sieve + throughs of 2.0mm sieve</p> <p style="padding-left: 20px;"> *Admixture = Wt of miscellaneous impurities found retained on the 2.0mm sieve (✗ if screenings and / or admixture calculated differently to *)</p>		

UK Flour Millers Laboratory Audit - Checklist		
EQUIPMENT CALIBRATION and OPERATION (7, 8 & 9 13, 14 &15)	Conform	Non-Conform
<p>15. VISUAL EXAMINATION</p> <p>15.1 Does the laboratory have a suitably documented method? (✕ if the laboratory does not have a documented method in place)</p> <p>15.2 Does the laboratory use the Wheat Testing, Grain Analyst Training CD rom prepared by Home Grown Cereals Authority (2004) for wheat examination training purposes?</p> <p>15.3 Does the method include visual examination for insects? Is there a reference document used to identify the various types of insects? Do staff receive formal insect identification training?</p> <p>15.4 Does the method include visual examination for foreign grains? Is there a reference document used to identify the various types of foreign grains? Do staff receive formal training to identify foreign grains? Have staff been trained to identify pink grains? Have staff been trained to identify ergot? (✕ if the laboratory staff have not been trained to identify pink grains and/or ergot)</p> <p>15.5 Does the method include visual examination for foreign bodies? Is there a reference document used to identify foreign bodies? Do staff receive formal training to identify foreign bodies?</p> <p>15.6 Does the method include any contaminants not listed above?</p>		

UK Flour Millers Laboratory Audit - Checklist		
	Conform	Non-Conform
<p>16. SENIOR MANAGEMENT COMMITMENT TO THIS SCHEME (4)</p>		
<p>16.1 Does the laboratory have a clearly defined and documented quality policy statement? (✗ if no quality policy in place)</p>		
<p>16.2 Does the Quality Policy state the senior management (Board level) commitment to this scheme? (✗ if the Quality Policy does not confirm senior management commitment).</p>		
<p>16.3 State the document number, the date and the signature displayed on the Quality Policy statement.</p>		

UK Flour Millers Laboratory Audit - Checklist		
	Conform	Non-Conform
<p>17. QUALITY MANUAL</p> <p>17.1 Does the laboratory have a documented quality manual in place (however named)?</p> <p>17.2 Does the manual have a scope which covers the requirements of this Standard?</p>		

UK Flour Millers Laboratory Audit - Checklist		
	Conform	Non-Conform
<p>18. ORGANISATIONAL STRUCTURE, AREAS OF RESPONSIBILITY AND AUTHORITY (3 & 4)</p> <p>18.1 Does the laboratory have a documented organisational structure?</p> <p>18.2 Are areas of responsibility documented in a Quality manual or by job descriptions? (✗ if areas of responsibility are not defined at all)</p> <p>18.3 Who has the authority to alter and/or adjust calibrations? ✗?</p> <p>18.4 Where is this authority documented?</p> <p>18.5 Are laboratory staff involved with the negotiation of wheat contracts? (✗ if laboratory staff are involved in the negotiation of wheat purchase contracts)</p>		

UK Flour Millers Laboratory Audit - Checklist		
	Conform	Non-Conform
<p>19. LABORATORY FACILITIES (5 & 6)</p> <p>19.1 Is the laboratory appropriate for the nature of the work undertaken? (✗ if the facilities provided do not permit the production of accurate results)</p> <p>19.2 Is the laboratory maintained in good condition, suitably located and of adequate size, with suitable lighting in the testing areas?</p>		

UK Flour Millers Laboratory Audit - Checklist		
	Conform	Non-Conform
<p>20. STAFFING (11)</p> <p>20.1 Does the laboratory have a documented policy for staff training?</p> <p>20.2 How does the laboratory ensure that staff performance and competence is reviewed and maintained? (✗ if laboratory cannot demonstrate that staff performance and competence are monitored)</p> <p>20.3 Were all appropriate staff able to demonstrate an understanding of the test procedures and the quality systems?</p> <p><u>Internal Proficiency</u></p> <p>20.4 How does the laboratory ensure that all operators can achieve the required repeatability (and reproducibility where feasible) for all tests within the scope of accreditation? (✗ if laboratory cannot demonstrate that staff can achieve repeatability (and reproducibility where feasible) of all tests within the scope of accreditation where repeatability (and reproducibility where feasible) are stated within the FTWG method)</p> <p><u>Training Records</u></p> <p>20.5 Do laboratory staff who carry out analyses have training records for all tests carried out by them? (✗ if staff do not have training records for the tests carried out)</p>		

UK Flour Millers Laboratory Audit - Checklist				
	Conform	Non-Conform		
<p>21. DOCUMENT CONTROL (15)</p> <p>21.1 Does the laboratory have a document control system in place?</p> <p>21.2 Does the system ensure that all documents are uniquely identified?</p> <p style="padding-left: 40px;">Document number</p> <p style="padding-left: 40px;">Issue number</p> <p style="padding-left: 40px;">Date of issue</p> <p style="padding-left: 40px;">All pages within each document numbered Page X of Y</p> <p>21.3 Are all documents in use properly authorised?</p> <p>21.4 Who is responsible for the control of documents within the laboratory?</p> <p>21.5 Is a procedure in place to ensure that obsolete documentation is rescinded, and if appropriate, replaced with a revised version?</p>				

UK Flour Millers Laboratory Audit - Checklist		
	Conform	Non-Conform
<p>22. HANDLING TEST SAMPLES (16)</p> <p>22.1 Does the laboratory have a documented procedure for the handling of test samples? (✘ if no documented procedure is in place)</p> <p>TRACEABILITY</p> <p>22.2 Can the laboratory demonstrate that traceability is maintained at all times, with the final report being traceable to the arrival of the sample in the laboratory and all result records? (✘ if laboratory cannot demonstrate sample traceability is maintained at all times)</p> <p><i>State sample traced and records examined.</i></p>		

UK Flour Millers Laboratory Audit - Checklist		
	Conform	Non-Conform
<p>23. RECORDS (18)</p> <p>23.1 Does the laboratory have a documented procedure for record keeping and control of records? (✘ if no documented procedure in place)</p> <p>23.2 Does the procedure identify how the laboratory will ensure that paper records are legible and genuine (permanent ink - not in pencil)? (✘ if laboratory persistently record key data in pencil)</p> <p>23.3 Does the procedure state that an amendment to a paper record must take the form of crossing out the result, clearly stating the amended result, and then signing and dating the amendment?</p> <p>23.4 Does the procedure state that amendments can only be made by authorised persons? (✘ if laboratory results can be altered by unauthorised staff)</p> <p>23.5 Where the laboratory has electronic records, what steps have been taken to minimise the risk of records being amended by unauthorised staff?</p>		

UK Flour Millers Laboratory Audit - Checklist		
	Conform	Non-Conform
<p>24. COMPLAINTS (18)</p> <p>24.1 Does the laboratory have a documented procedure in place for the handling, investigation and resolution of complaints or disputes over test results? (✘ if no documented procedure in place)</p> <p>24.2 Who has the responsibility for managing complaints / disputes over test results?</p> <p>24.3 Does the laboratory keep records of complaints / disputes? (✘ if records of complaints / disputes are not maintained)</p> <p>24.4 Can the laboratory demonstrate that:</p> <p style="padding-left: 40px;">Complaints are investigated in a timely manner?</p> <p style="padding-left: 40px;">Corrective actions, where appropriate, are taken to prevent recurrence?</p> <p>24.5 Follow-up actions, if required, are taken and recorded (✘ if the laboratory cannot demonstrate that, where appropriate, follow-up actions are taken following a complaint or dispute)</p>		

UK Flour Millers Laboratory Audit - Checklist		
	Conform	Non-Conform
<p>25. APPROVAL OF SUPPLIERS (10)</p> <p>25.1 Does the laboratory have a record of approved suppliers? (✗ if no list of approved suppliers is available)</p> <p>25.2 Does the list include service (e.g. calibration) providers? (✗ if the list of approved suppliers does not include service providers)</p> <p>25.3 Does the list include sub-contract laboratories?</p> <p>25.4 How does the laboratory approve its suppliers?</p> <p>25.5 Does the laboratory monitor and review supplier performance?</p>		

APPENDIX A

EXAMPLE



Laboratory Audit Summary Report

Laboratory	
Location	
Audit Date	
Auditor	

nabim Laboratory Audit Summary Report Example

SUMMARY OF AUDIT FINDINGS

No major non-conformances, therefore the laboratory is to be considered for accreditation, subject to their UK Flour Millers Proficiency Scheme results.

Major non-conformances have been found. However, these can be cleared by postal evidence, which must be submitted to the UK Flour Millers Review Panel.

Major non-conformances have been found, which can only be cleared by a re-audit of the non-conformance. This partial re-audit must be performed at the earliest possible date and at most within the next three months. The report for the re-audit must be submitted to UK Flour Millers with the original audit report.

The non-conformances are of a nature that certification shall not be considered. In this case the laboratory shall undergo a full re-audit and, if the laboratory holds a current UK Flour Millers Laboratory Accreditation Certificate, the certificate may be withdrawn according to the decision of UK Flour Millers.

Auditor's summary of the audit

Number of Non-Conformities Raised	
Major non-conformances	
Minor non-conformances	
Observations	

AUDITOR'S COMMENTS:

nabim Laboratory Audit Summary Report Example

Audit Acknowledgement

The above summary of the audit is acknowledged by:-

Auditor _____ Date _____

Laboratory
Representative _____ Date _____

APPENDIX B

UK Flour Millers Laboratory Audit Non-Conformances Report

EXAMPLE



UK FLOUR
MILLERS

LABORATORY AUDIT NON-CONFORMANCES REPORT

Laboratory:
Location:

Audit date:
Auditor:

Non-Conformity No.	Detail	MAJOR MINOR OBS	UK Flour Millers standard clause	Reference within the UK Flour Millers Checklist
1.	<u>Supplier Approval</u> The laboratory does not have a system in place for the approval of suppliers and does not have a list of approved suppliers in place.	MAJOR	10	14
2.	<u>Falling Number</u> The Hagberg falling number machine had not been serviced or calibrated, with the timer last calibrated in house on 8/8/02.	MAJOR		21
3.	<u>Handling Test Samples</u> The laboratory does not have a documented procedure for the handling of test samples.	MAJOR	16	11

The above non-conformances are agreed and acknowledged by:-

Auditor _____ Date _____

Laboratory Representative _____ Date _____



Welcome to UK Flour Millers

The Association representing virtually 100% of the industry

Flour plays a vital role in feeding and nourishing the nation through breakfast, lunch, tea and dinner. On weekdays, birthdays, holidays and matchdays

UK flour milling industry that provides quality, nutritious and safe products.

The flour milling industry plays a vital role in feeding and nourishing the nation. Keeping the industry operational is, therefore, of national importance, and UK Flour Millers is proud of the varied and ongoing part they play in helping this remain a reality.

As a trade association, UK Flour Millers sits at the heart of the industry. Our role as a representative body for the industry includes collating and sharing the collective view and position of our members. As the 'industry voice', we speak on behalf of our members to government, policy makers, the media and other stakeholders.

