

## **Definitions**

### **Audit**

Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

### **Auditee**

Organization being audited.

For an internal audit, the auditee is commonly a department, section or sector that is being audited. For an external audit, the auditee is the company that is being audited.

### **Auditor**

A person with the competence to conduct an audit. For an internal audit, the auditor is appointed by company's management. For an external audit, the auditor is appointed by the organization responsible for conducting the audit. For all types of audits, an auditor must have the necessary qualifications to conduct the audit. The person who performs an audit of a process must not be involved in the activities of the process. This ensures that the audit is an independent process.

### **Check sheet**

A form for recording data from a process or product which may be used as a first step of a processor product quality analysis. It is a simple data recording device custom designed by the user to allow ready interpretation of the data recorded. It is one of the seven tools of quality.

### **Checklist**

A tool used to ensure that all important steps or actions in an operation have been taken. A checklist contains items that are important or relevant to an issue or situation. Checklist are commonly used by auditors as a tool to obtain objective evidence during audits.

### **Compliance**

The state of an organization that meets prescribed specifications, contract terms, regulations or standard.

### **Conformance**

An affirmative indication or judgement that a product has met the requirements of a relevant specification, contract or regulation. The term conformity and conformance are often used interchangeably.

**Control measure**

Any action and activity that can be used to prevent or eliminate a food safety hazard or reduce it to an acceptable level. Any action or activity that can be used to prevent, eliminate or reduce a significant hazard.

**Corrective action**

Action to eliminate the cause of a detected nonconformity or other undesirable situation. Any action to be taken when the results of monitoring at the CCP indicate a loss of control. Procedures followed when a deviation occurs. The implementation of solutions resulting in the reduction or elimination of an identified problem.

**Deviation**

Failure to meet a critical limit.

**Disinfection**

The reduction by means of chemical agents and or physical methods of the number of microorganisms in the environment to a level that does not compromise food safety or food suitability.

**Effectiveness**

Extent to which planned activities are realized and planned results achieved. The state of having produced a decided upon or desired effect.

**Efficiency**

Relationship between the result achieved and the resources used. The ratio of the output to the total input in a process.

**Food Hygiene**

All conditions and measures necessary to ensure the safety and suitability of food at all stages of the food chain.

**Food safety**

The assurance that food will not cause harm to the consumer when it is prepared and or eaten according to its intended use.

**Infrastructure**

System of facilities, equipment and services needed for the operation of an organization.

**Inspection**

Conformity evaluation by observation and judgment accompanied as appropriate by measurement, testing or gauging. The process of measuring, examining, testing, gauging or otherwise comparing the unit with the applicable requirements.

**Management**

Coordinated activities to direct and control an organization.

**Organization**

Group of people and facilities with an arrangement of responsibilities, authorities and relationships.

**Preventive action**

Action taken to eliminate the cause of a potential nonconformity or other undesirable potential situation.

**Quality**

Degree to which a set of inherent characteristics fulfils requirements. The totality of characteristics of a product or service that bear on its ability to satisfy stated and implied needs.

**Quality assurance (QA)**

Part of quality management focused on providing confidence that quality requirements will be fulfilled. All those planned or systematic actions necessary to provide adequate confidence that a product or service will satisfy given needs.

**Quality control**

Part of quality management focused on fulfilling quality requirements. The operational techniques and activities that sustain a quality of product or service that will satisfy given needs.

**Quality management**

Coordinated activities to direct and control an organization with regard to quality. The totality of functions involved in the determination and achievement of quality.

**Quality planning**

Part of quality management focused on setting quality objectives and specifying necessary operational processes and related resources to fulfill the quality objectives.

**Quality policy**

Overall intentions and direction of an organization related to quality as formally expressed by top management. An organization's general statement of its beliefs about quality, how quality will come about and what is expected to result.

**Specification**

Documented stating requirements. A document that states the requirements to which a given product or service must conform.

**Traceability**

Ability to trace the history, application or location of that which is under consideration. The ability to trace the history, application or location of an item and like items or activities by means of recorded identification.

**Validation**

Confirmation through the provision of objective evidence that the requirements for a specific intended use or application have been fulfilled. Obtaining evidence that the elements of the HACCP plan are effective. That element of verification focused on collecting and evaluating scientific and technical information to determine whether the HACCP plan when properly implemented will effectively control the hazards. The act of confirming that a product or service meets the requirements for which it is intended.

**Verification**

Confirmation through the provision of objective evidence that specific requirements have been fulfilled. The application of methods, procedures, tests and other evaluations, in addition to monitoring to determine compliance with the HACCP plan. Those activities other than monitoring that determine the validity of the HACCP plan and that the system is operating according to the plan. The act of determining whether products and services conform to specific requirements.