



NIGERIAN INSTITUTE OF ANIMAL SCIENCE

Established by Act No. 26 of 2007 as amended 2015



INSPECTORATE DIVISION

NIAS FEED MILL QUALITY AUDIT CHECKLIST



NIAS FEED MILL QUALITY AUDIT CHECKLIST



NIAS FEED MILL QUALITY AUDIT CHECKLIST NIAS/RA/NFQAAC-2016

Company Name	
Facility City/State	
Date of Audit	
Person conducting audit	
Product Line	

A. Safe Feeds Policy, Management, Control of Documents and Records, Communication and Review		Maximum score	Score awarded
1	A Feed safety policy has been defined, reviewed and implemented by top management. Has the policy been communicated to each employee?	3	
2	Document control procedures are in place, and documents are accessible to appropriate personnel.	3	
3	The physical and chemical feed safety hazards have been identified.	3	
4	Records retention procedures are defined and followed. Records must be maintained for six months from the date of manufacture of the finished product or the receipt of ingredients.	3	
5	The following records are maintained as appropriate to the product: medicated feed, formula/mixing instructions, production records, and label files.	3	
B. Human Resources/Training		Maximum score	Score awarded
1	Personnel are competent for assigned tasks and received initial training and at least annual recertification.	3	
2	Job descriptions are maintained that include the responsibility and skills required by the employee to complete the job. The employee is evaluated to determine knowledge of the required skill.	3	
3	Personnel are properly trained in SOPs for restricted areas, and where appropriate, to avoid contamination or carry-over from internal or external sources.	3	

C. Facility Planning and Control		Maximum score	Score awarded
1	A team has been formed to identify, evaluate, and control feed and food safety hazards.	2	
2	Checkpoints where hazards may enter the facility are identified and controlled.	2	
3	Verification, monitoring, inspection and test activities have been determined specific to the need of the product(s).	1	
D. Manufacturing and Processing		Maximum score	Score awarded
1	Procedures exist to monitor and measure the manufacturing processes.	3	
2	Procedures exist and are implemented to compare expected and theoretical results and to reconcile any differences.	3	
E. Monitoring Devices		Maximum score	Score awarded
1	Monitoring procedures have been established to evaluate incoming raw materials and finished products, where appropriate.	4	
2	Scheduled monitoring activities have been established and should include incoming raw material evaluation and finished product evaluation.	3	
3	Ingredient and finished product assays are performed on a scheduled basis, where appropriate.	4	
F. Infrastructure Building, Equipment and Grounds		Maximum score	Score awarded
1	Building, equipment and grounds are adequately and routinely maintained.	3	
2	Scales and liquid metering devices are tested /calibrated upon installation and at least annually thereafter.	4	
3	Buildings provide adequate space and lighting.	3	
4	Equipment possesses the capability to produce a homogenous product that prevents, eliminates or reduces identified food/feed safety hazard. A procedure to test the mixer has been developed and includes corrective action to be taken when necessary. Mixers are tested /calibrated upon installation and at least annually thereafter.	3	
5	All equipment is of suitable size, design, construction, precision and accuracy for its intended use.	2	

6	All equipment is maintained to prevent lubricants and coolants introduction as unapproved additives to finished products. Where contact may be possible, food-grade products are used.	2	
7	All equipment is designed, constructed and maintained to facilitate inspection by the operator and the use of clean-out procedures when required.	2	
8	Work areas and equipment used for the manufacture and storage of ingredients and feed are kept separate from agrichemicals.	2	
9	Procedures exist and are implemented to ensure every equipment is routinely and properly cleaned to prevent contamination of feed and ingredient.	2	
10	Adequate procedures are established and used for all equipment in the production and distribution of ingredients and products to avoid contamination of feed and ingredients.	2	
11	Procedures are established to ensure a bio-secure workplace and the firm is following the NIAS "Minimum Operating Standard for the Feed milling Industry".	2	
G. Ingredient Purchasing Process and Controls		Maximum score	Score awarded
1	Certification of compliance provided by suppliers where appropriate.	3	
2	Procedures are in place to monitor, qualify and disqualify suppliers on a scheduled basis and an approved supplier list exists.	3	
3	Procedures for conveyance of raw materials to plant are in place to ensure identification of food/feed safety hazards. Suppliers and transportations companies have agreed to clean-out procedure requirements for transportation vehicles. A truck receiving log is maintained, documenting clean-out and prior cargo in the truck.	3	
H. Identification and Traceability		Maximum score	Score awarded
1	Finished product is properly packaged and labelled for traceability (e.g. production codes), and other label regulatory requirements.	3	
2	Procedures for product traceability as required by the NIAS Minimum Operating Standard for the Feed Milling Industry are documented and implemented.	3	
3	Bagged ingredients are stored in either original containers or containers with lot numbers or identification code for traceability and identification and controlled in mixing areas. Bulk ingredients are controlled in a similar manner, as appropriate.	2	
4	A sample retention program is defined and implemented. Retained samples are stored in an area away from production that minimizes the potential for contamination.	2	
5	Daily inventories of drugs (where applicable) are maintained.	1	

6	Procedures for proper storage to avoid contamination are established for both raw materials ingredients and finished products.	2	
I. Customer –Related Processes		Maximum score	Score awarded
1	Product specifications are defined within customer and regulatory requirements.	2	
2	Procedures of customers’ feedback and complaints are in place.	1	
J. Control of Non- performing Product			
1	Procedures to control non-conforming product have been established and implemented.	2	
	TOTAL SCORE		

- Items which do not meet the requirements need to be explained on a separate sheet

Signature of NIAS Personnel _____ Date _____

Signature of Feed Miller _____ Date _____

KEY FOR RATING

Highly Non-Compliant (0 – 19%)

Non-Compliant (20-40%)

Mildly Compliant (41-59%)

Compliant (60-79%)

Exceptionally Compliant (80-100%)

ACTION

Shut down operations pending when operator is compliant

Follow up for three (3) months, if still not compliant then shut down

Repeat visit and grant approval when operator is compliant

Approved

Approved with commendation

RECOMMENDATION
