

AUDIT

GENERAL

Informal audits may be done at wholesale, retail, or distribution locations. The purpose is to quickly identify lots with questionable contents.

One to ten packages from each lot should be selected without preliminary screening. More packages may be selected when sampling a large lot, conducting surveillance, or sampling from a production line. A package may be opened to determine a surveillance tare, or the tare may be estimated from similar packaging. (An estimate cannot be used for a Package Inspection Report. The actual tare must be determined according to the sampling plan being used.)

A lot is suspect if one or more of the packages are labeled with the gross weight or less, or if the labeled weight is below the surveillance weight.

NOTE:

AN AUDIT IS ONLY A FAST PRELIMINARY PROCEDURE INDICATING THE POSSIBILITY OF A SHORT WEIGHT OR SHORT MEASURE LOT.

A TEST MUST BE CONDUCTED ACCORDING TO THE CURRENT SAMPLING REGULATION AND A PACKAGE INSPECTION REPORT (PIR) MUST BE COMPLETED TO MAKE A LEGAL DETERMINATION AS TO THE STATUS OF THE LOT.

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
DIVISION OF MEASUREMENT STANDARDS
AUDIT INSPECTION REPORT
48-501 (REV. 7/94)

COPY TO STATE

PACKER DISTRIBUTOR DEALER

COUNTY	MISSION	INSPECTOR	J. STEED	DATE	8-14-96	TIME	8:10	(AM/PM)																						
LOCATION	SUPER DUPER DISCOUNT CENTER 109 S. MAIN, ROCKRIDGE																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
-				1	1	1	1		1	1										4	6	3	1	6	4	4				
+	2	3	0					0			0	0	1	1	2	1	2	1									0	0	0	1
	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
-																														
+	1	0	1	0	0	0	3	8	0	1	2	1	1	1																
	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
-																														
+																														
LOT NO.	CATEGORY NO.	COMMODITY	PACKAGES ACCEPTED	PACKAGES SAMPLED	TARE																									
	1.02	CHOCOLATE BLAST CANDY BARS			.014 oz																									
1		PENNY 4 MARCHMALLOWS, 0.4oz	76	2																										
2		ALMOND CRUNCH, 0.6 oz	PIR	7																										
10	1.03	SWEDLEY'S MILK CHOC. ASST. 1/2 LB	47	7	0.06 lb																									
17	1.04	CLOWN AWEY ICE CREAM DIP, 12oz	23	2	0.2oz																									
19	12.01	EVERGRD NAILS 8d, 2 LB	PIR	7	0.12 lb																									
26	12.06	VOLT IN LINE PLUGS, 24 COUNT	96	2																										
	11.03	BRIGHTLIGHT FIREPLACE MATCHES	48																											
38		100 COUNT		7																										
35		11 INCH		2																										
37	11.12	GROW UP DOG FOOD 2 KG	24	2	NEEDS 1A-LB LABEL																									
	11.02	KITTY DELIGHT CAT FOOD																												
39		TURKEY DINNER 6oz	18	2	0.5oz																									
41		SEAFOOD SURPRISE 6oz	26	2																										
43		CHICKEN LIVER 6oz	31	2																										
TOTALS			342	44																										

NO LEGAL ACTION CAN BE TAKEN AGAINST SHORTWEIGHT PACKAGES UNTIL THE SHORTAGE IS CONFIRMED BY A LEGAL INSPECTION PROCEDURE.

INSTRUCTIONS FOR USE OF AUDIT INSPECTION REPORT, FORM 49-001

1. Check the appropriate box to identify the inspection location: Packer, Distributor or Dealer. When conducting an inspection at a combination location (e.g., a market which is both the packer and dealer, or at a packing location which also handles the distribution) check the box most applicable.
2. Fill in your county, your name, the date, and the time.
3. Fill in the name and address of the establishment inspected. One audit form may be used for all lots inspected at a single location.
4. The grid is designed for recording package errors. It is used according to county policy.

If more than 90 different packages are sampled and recorded on the grid, you may record the additional errors on a second form or in the same manner on notepaper.

5. When the grid is used, lot numbers should be included to indicate which plus and minus recordings go with which lots.
6. If there is an indication of a shortage, more packages from that lot should be audited.

In the example, the first two packages audited from each of lots 3, 10, 19, and 28 indicate shortages. Five more packages from each lot were audited and the errors recorded in the grid following the original two packages. Lots 10 and 28 have predominantly plus errors; further inspection may be discontinued. An official inspection (see Section 8 for instructions on Sampling and Testing) with a Package Inspection Report (PIR) should be completed for lots 3 and 19. "PIR" should be noted in the column headed "PACKAGES ACCEPTED", and a copy of the PIR attached to the Audit.

7. Fill in the exact category number for the commodity checked. Do not use general category numbers such as 7.00, 8.00, etc. If the inspection is at the packing location, use the category number followed by .50 (e.g., Bakery Audit, 3.50).
8. Fill in the type of commodity being checked. The unit of measure may also be entered.
9. Fill in the number of packages accepted for each category number and commodity.
10. Blank columns are for recording other information as required: packages sampled, packages rejected, etc.
11. Compute the total number of packages accepted.

12. THIS IS ONLY A WORK SHEET!! It is to be used as the first step in locating lots with possible shortages, and as a convenient way of gathering package information and statistical data. **NO LEGAL OR OFF SALE ACTION MAY BE TAKEN BY AUDIT. A TEST MUST BE CONDUCTED ACCORDING TO THE CURRENT SAMPLING REGULATION AND A PACKAGE INSPECTION REPORT (PIR) MUST BE COMPLETED TO MAKE A LEGAL DETERMINATION AS TO THE STATUS OF THE LOT.** (See Section 8 for instructions on Sampling and Testing in order to make a legal determination and for completing a PIR.)

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
DIVISION OF MEASUREMENT STANDARDS
AUDIT INSPECTION REPORT
48-001 (REV. 7/96)

COPY TO STATE

PACKER DISTRIBUTOR DEALER

COUNTY		MISSION													INSPECTOR		G. P. PHEL		DATE		8-10-96		TIME		11:40 AM							
LOCATION		SUPER DUPEL MKT #4 3111 RIDGEWAY, EASTWOOD, CA 90949																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
-					3																											
+		0	0	1	1	0	2	0	0	1	4	3	0	0	0	1	1	0	0	7	6	1	1	1	0	3	2	2	0			
		31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
-			4														3															
+		1	1	0	0	2	0	1	1	1	2	6	8	6	1	4	5	9	8	8	6	2										
		61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	
-																																
+																																

LOT NO.	CATEGORY NO.	COMMODITY	PACKAGES ACCEPTED	PACKAGES SAMPLED
1-	4.50	MEAT AUDIT	1260	40
3		FULL CUT ROUND STEAK	PIR	
33		SHRIMP MEAT	PIR	
41-	3.50	BAKERY AUDIT	850	12
		ANGEL FOOD CAKE 18oz	PIR	
TOTALS			2110	52

NO LEGAL ACTION CAN BE TAKEN AGAINST SHORTWEIGHT PACKAGES UNTIL THE SHORTAGE IS CONFIRMED BY A LEGAL INSPECTION PROCEDURE.

AUDIT, PACKED ON PREMISES

MEAT COUNTER, BAKERY, DELI, OTHER

A. Equipment

1. Audit Form, 49-001.
2. Scale.
3. Calibrated test weights.
4. Calculator (optional).

B. Special Notes

1. This procedure may be used for all commodities weighed, labeled, and sold on the same premises.
2. Periodic inspections of packed-on-premises meat, poultry, seafood, bakery, and deli items should be conducted on a routine basis.
3. It is recommended that inspections be made at unannounced random intervals of not less than twice a year.
4. Use of a variable frequency of inspection plan is suggested to make the best use of available resources.

C Procedure

1. Identify yourself to the store management, explain the purpose of the visit, and “set up” in a location that will not interfere with store operations.
2. Whenever possible, the inspector should use his or her own scale to minimize inconvenience to the establishment.
3. Forty to sixty packages should be selected, each from a different lot. (As an alternative, one package from each available lot may be selected.) For this audit, a lot usually includes all items of the same product and code at the same location.

The package selected should be representative of the average condition of the lot, neither the wettest nor driest.

- 4 Each package may be weighed gross and the tare estimated to determine the probable net contents, or the package may be taken to the cutting or wrapping area, opened and the commodity weighed net. If the package is opened, care must be taken to prevent contamination and maintain sanitation. **Packages should never be opened in front of the counter.**

5. If the package's labeled weight is greater than the observed or estimated weight, or if the package's labeled weight is found to be the gross weight or less, the lot is questionable.
6. An official inspection using the appropriate sampling plan must be conducted and a PIR completed in order to make a legal determination as to the status of the lot. (See Section 8 for instructions on Sampling and Testing in order to make a legal determination and for completing a PIR.)

The actual tare must be determined from the random sample packages selected for each lot inspected. An estimate cannot be used for a Package Inspection Report.

7. **In no case is the inspector to give, recommend, or approve a tare used or to be used by the establishment for any lot or package.**
8. Packages weighed and labeled at a different location should be recorded separately, not treated as part of the packed on premises audit.
9. A copy of all reports, both audits and PIR's, should be left with the establishment.
10. Before leaving, discuss the inspection with store management and leave copies of all inspection documents as required by your County's policy.