WORKSHEET 3.3

The Checklist from Another Edition

Subchapter 3.3 · case in the book: Cairo

Against what, exactly, does your internal auditor compare the evidence? Could you show the edition of the standard and the version of your own procedures that the checklist was written from?

This worksheet turns the tools of the subchapter into a form you can fill in. The texts come from the book; the empty columns are for your own property. Adapt it before use: an unadapted checklist is exactly what the book warns against.

Practical application: what to do in your property

Step (from the book)	Done?	What we found / owner
Criteria and scope for every audit: Each audit plan would begin with its criteria, by document and version, and its scope, by process, location, hours and period.		
A gap audit: Before the next scheduled audits, the food safety team audited the system against the clauses the old checklist had never covered, using Annex B as the map.		
A living checklist: The new checklist was set up as a controlled document derived from the criteria, with each line referenced to its source and a named owner responsible for updating it when a source changed.		
Auditor briefing: All six internal auditors attended a half-day session on the 2018 structure and on the hotel's own documents, using the old and new checklists side by side.		

These steps are the book's method, not requirements of ISO 22000. Evidence can take whatever form suits the property; a separate document is needed only where an applicable requirement, or the property's own system, makes it necessary.

Verification Pact: what is believed, tested against the standard

What is commonly believed	What actually holds	Our position
"Internal audits must use a checklist."	No. The standard requires defined criteria and scope; a checklist is one way to apply them.	
"The audit criteria are the standard."	Not as stated. They also include the organisation's own requirements for its system.	
"Annex B lets us renumber the old checklist."	No. Annex B is informative; many clauses are new or carry additional requirements.	
"Our certificate is to the 2018 edition, so our audits are too."	No. Audits conform only if their criteria are defined against the current edition, including its amendments.	

What is commonly believed	What actually holds	Our position
“A completed Y/N checklist shows the system is effective.”	No. Effectiveness of implementation is a separate question in 9.2.1.	

Common mistakes: a self-check

Mistake (from the book)	Present here?	Action / owner
Checklist treated as the criteria		
No edition or version on the checklist		
Hotel’s own documents missing from criteria		
Scope written as a department		
Y/N columns		
Renumbering an old checklist		

Operative synthesis

- **Does every audit plan state its criteria and scope? (Programme manager): Audit plans**
- **Are the criteria the current edition and current internal documents? (Programme manager): Criteria list with versions**
- **Is the checklist derived from the criteria, with sources referenced? (Checklist owner): Controlled checklist**
- **Are new and changed 2018 clauses covered in the programme? (Food safety team leader): Coverage map**
- **Are auditors briefed when criteria change? (Programme manager): Briefing records**
- **Which edition and which versions did our last audit use?: Named edition and document versions**
- **Which clauses of the standard have we never audited?: None, or a short list with dates**
- **Who keeps our audit checklist current?: A named owner and the last update**

Action plan for our property

Action	Owner	Due	How we will know it worked

Source: Francesco Dore, The Helm and the Lens, Volume 6b «The Lens», subchapter 3.3. Edizioni Effedore, 2026. Clause references are paraphrased; this sheet does not reproduce the text of ISO 22000, ISO 19011, ISO 22003-1 or ISO/IEC 17021-1. It is not legal advice: food law is that of the place where the property operates.