



*Empowering & Inspiring Excellence*

Company Registration No. 2014/063827/07

## **ONLINE Course**

### **Internal Auditing of Food Safety Management Systems (e.g. HACCP, ISO 22000, FSSC 22000 or FSA) based on the ISO 19011: 2018 Auditing Standard.**

#### **Overview**

This course provides delegates with the knowledge and skills required to assess the conformance of an organization's food safety management system to GMP, HACCP, ISO 22000, FSSC 22000, BRC or FSA standards. The course is based on auditing principles as outlined in ISO19011 Auditing Standard. Participants will gain skills on how to plan internal audits, conduct document review, how to detect system errors, how to write an internal audit report and how to identify areas of improvements that will contribute to continual improvement of the food safety management system. This detailed course will cover the fundamentals of food safety management systems such as GMP, HACCP, ISO 22000, FSSC 22000, BRC or FSA standards requirements as well as how to determine effectiveness of corrective actions taken.

This course will be delivered online for 2 days with 4 hours contact time / lecture time per day and the rest being done as homework by the student. Delegates will be led through each step of the internal audit process as they complete the course exercises. High level of participation is encouraged in this course through online discussions, student activities/exercises, quizzes, case studies and presentations that are important in reinforcing the internal auditing concepts and in providing practice in applying them.

#### **Course Objectives (Expected Outcomes)**

- To equip participants with skills required to assess the conformance of an organization's Food Safety Management System to GMP, HACCP, ISO 22000, FSSC 22000, BRC or FSA standards.
- To describe how an internal food safety audit plays a role in the maintenance and improvement of Food Safety Management Systems
- To describe auditing principles as outlined in ISO19011 Auditing Standard.
- To describe internal auditor's responsibilities and to equip participants with skills to plan, conduct, and report an internal audit of a food safety system in accordance with ISO 19011

## Course Content

- Describe the role of internal food safety audits in the maintenance and improvement of food safety management systems
  - Explain how audits can be used as a tool for the maintenance and improvement of management systems
- The terms and definitions used in auditing
- Objectives of internal auditing
- The responsibilities of internal auditors and principles of auditing
- Auditor conduct
- Planning, conducting and following up an audit
  - Explain the significance of audit criteria
  - Creating an internal audit program
  - Scheduling internal audits
  - Creating an audit plan
  - Preparing audit checklists
  - Conducting the audit and auditing techniques
  - Documenting findings
  - Writing non conformities
  - Audit reporting -Explain the purpose, typical content of an internal audit report and how to write an audit report.
- Linking evidence to non-conformities and identifying areas of improvement
  - Explain the purpose of and methods for follow up of audit findings
  - Determining the effectiveness of corrective actions taken in given situations

## Who should attend?

The course is designed for individuals of all levels within a food business involved in Food Safety Management including;

- Food Safety Managers/Officers
- Managers and supervisors of all food businesses
- Technical Managers, Quality Assurance and Quality Control Managers
- Food Safety Team, Food Safety Auditors and Factory inspectors or supervisors.
- Anyone looking to be qualified to perform internal audits of an GMP, HACCP, ISO 22000, FSSC 22000, BRC or FSA Food Safety Management System

## Assessment

- Formative assessment through online discussions, case studies and student activities/exercises
- Examination at the end of the course may be given.
- Portfolio of Evidence
- Full attendance of all contact sessions is essential for a certificate to be issued

## **Entry requirements**

- Successfully completed a course in any of the following; GMP, HACCP, ISO 22000, FSSC 22000, BRC or FSA Food Safety Management Systems and / or experience in implementing these systems
- A basic comprehension of English and be able to read and write

**Duration of the course:** 2 Days with 4 hours contact /lecture time per day

## **Progression**

- Managing Food Integrity: TACCP (Food Defence) and VACCP (Food Fraud) – Threat and Vulnerability Assessment Implementation for FSSC 22000 Version 5

**Cost: R2 500 per person**

**For Further Information on our training courses, or to register for a course, please contact us on:**

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