FOOD SAFETY AND QUALITY INTERNAL AUDITOR

Two Day Training Course

DAY 1 AGENDA

Introduction/Course Evaluation Process

This course is designed to:

➢ Explain the purpose and content of the core food safety & quality management system documents inclusive of GFSI benchmarked standards:

- – BRCGS (British Retail Consortium)
- – IFS (Quality System Requirements)
- – FSSC (ISO 22000 & PAS 220)
- – SQF (Safe Quality Food)
- – ISO 19011 (Guidelines for Quality Management System Auditing)

➢ Interpret requirements of these documents in the context of an audit.

➢ Describe roles and responsibilities of internal auditors and internal audit team leaders.

➢ Plan and conduct an audit as described in ISO 19011, demonstrating ability to:

- – plan and prepare effectively
- – gather objective evidence
- – analyze and interpret information to determine conformity
- – report the audit and summarize conclusions and findings

- – conduct follow-up activities, including evaluation of corrective actions

Internal Auditor Qualification and Certification

Review and discussion regarding auditor qualifications:

➢ knowledge and skills

➢ personal attributes

➢ education, training and experience

Essential Food Safety & Quality Vocabulary

Review and discussion of vocabulary essential to the understanding of the GFSI benchmarked standards.

Architecture of 4 Food Safety & Quality Manuals
(BRCGS, FSSC, IFS & SQF)

Review and discussion of the structure of the Food safety management system documents for better understanding of significance in regard to Internal Auditing. Introduction and discussion of the eight Food Safety and Quality Management System principles.

What Are Food Safety & Quality Audits?

Review and discussion:

➢ real world significance and value

➢ types of audits

➢ audit objectives

The Process Approach

Review and discussion:

➢ process definition/inputs/elements

➢ process approach to auditing in framework of Plan-Do-Check-Act cycle

Principles of the HACCP System

Review and discussion:

➢ Seven principles of the HACCP system

➢ guidelines for the application of the HACCP system

Food Safety & Quality HACCP and Process-Based Structure and Sections

In depth review, consideration and discussion of the structure and content of a Food Safety & Quality system are:

➢ Food safety management system

➢ Management Responsibility

➢ Resource Management

➢ Contingency preparedness including Food Defense in the United States

➢ Planning and realization of safe products

➢ HACCP Program

➢ Prerequisite Programs

➢ Validation, verification and improvement of the Food safety & quality management System

➢ Infrastructure and maintenance

➢ Recall of Products

DAY 2 AGENDA

Progression of an Audit

Review and discussion of activities conducted pre audit, during the course of the audit and follow up activities inclusive of:

➢ Initiating the Audit

➢ Conducting Document Review

➢ Preparing for On-Site Audit Activities

➢ Conducting On-Site Audit Activities

➢ Preparing, Approving and Distributing the Audit Report

➢ Completing the Audit

➢ Conducting Audit Follow-up

Nonconformities/Recording Nonconformities

Review and discussion:

➢ What defines a nonconformance?

➢ evidence based findings

➢ classification of nonconformances and other findings

➢ recording findings:

  – evidence

  – requirement

  – statement of nonconformity

Case Studies

Participants have the opportunity to practice skills obtained during the course of the class to assess scenarios which could occur during an audit to requirements for conformance determination; information will be parsed and disseminated through follow up discussion.

Corrective Action and Follow-Up

Review and discussion of the corrective action process:

➢ identification of progression of actions and associated responsible parties and records

➢ assessing corrective action:

  – effective root cause analysis

  – correction

  – corrective action implementation

  – effectiveness verification

  – follow up activities

Adding Value to an Audit

Review and discussion wrap up to ensure implemented audit activities are valuable to the organization:

➢ audit planning

➢ audit technique

➢ analysis and decision

➢ report and follow-up