

Internal Auditing – Criteria & Procedures

Swift Silliker (Pty) Ltd t/a Merieux NutriSciences is accredited with FoodBev SETA: Accreditation number: 587/00077/0610

Course Level
SUPPLEMENTARY

Programme Coordinator
LULANIE SWANEPOEL

Duration
TWO DAYS



Overview & Objectives

Internal audits verify the effectiveness of a food-safety system.

This popular course is one of the requirements for HACCP, BRC and ISO 22000 certification. It will familiarise delegates with the principles of auditing techniques, facilitate the creation of an internal audit programme to improve the standard of operation and meet recognised quality standards. This course is based on principles of ISO 19011:2018 Guidelines for Auditing Management Systems which can be applied to Internal Auditors.

Course Objectives

To equip delegates with the necessary knowledge to understand:

- The purpose of internal audits
- Preparing and planning for audits
- Preparing audit documentation e.g. audit checklist, audit report and non-conformance records
- Auditing techniques
- Audit execution e.g. opening and closing meetings as well as conducting audits



Outline

- Purpose of an audit
- Reasons for auditing
- Quality Standard requirements
- Managing the audit
- Auditor selection and preparation
- The audit route and its management
- Audit documentation i.e. checklists
- Audit format
- Planning and preparing audits
- Audit execution, including auditing and interviewing techniques
- Reporting non-conformances
- Audit reports
- Tracking the audit's progression and follow-ups
- Benefits of internal audits
- Practical application – exercises and case studies

A certificate of attendance will be issued once the course has been successfully completed.



Entry Level Requirements

Delegates must be comfortable communicating in English and need suitable reading and writing skills.



NQF & Credits Information

FoodBev SETA registered skills programme: 09SP0002630403104/1

NQF level: 4
Credits: 31



Who Should Attend

- Middle management
- Management
- Internal auditors



Language

Presented in English.



Enrolment Information

Contact us today for a quote, more info, or to enrol in this course (details below)



CONTACT US:

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