



COURSE OUTLINE

Aim: To provide auditors with the necessary knowledge and skills to competently conduct third party assessments of food safety management systems and HACCP.

Options: This course includes modules AU, FS and TL (RABQSA TPECS). Recognition of prior learning will be awarded for Modules AU and TL if they have been completed within the previous three years.

Pre-requisites: HACCP Application Course or equivalent experience with HACCP Plans.

Length: 5 days or 2 days if Modules AU and TL have been completed previously.

Accreditation: RABQSA accredited (FS799) – RABQSA & IRCA Certificate.

Scope:

This Course is in module format such that the first two days provide an introduction to auditing management systems and focuses on the skills required for auditing (Module AU). The third and fourth days focus on ISO 22000, food safety and HACCP specific issues, particularly relevant to external auditing (Module FS). The fifth day is focussed on lead auditor specific requirements and the certification process (Module TL).

Days 1 & 2:

Module AU – ‘Quality Assurance & Auditing Skills’

- quality, history of QMS & QMS documentation
- continual improvement
- standards & ISO 9001
- the audit process
- communication skills
- roles, responsibilities and skills of an auditor
- developing questions.
- ISO 19011
- planning audits & reviewing documentation
- audit reports and corrective action
- auditor techniques
- process based auditing and sampling
- role play – dummy internal audit.

Day 3 & 4:

Module F – ‘Auditing Food Safety Management Systems’

- Food Standards Code, Food Safety Standards
- recent developments
- GMP/GHP
- hazards to food safety & identifying hazards
- principles of HACCP & HACCP documentation
- HACCP Plans & HACCP verification
- ISO 22000 in detail
- Role play – dummy external audit.

Day 5:

Module TL – ‘Leading Management Systems Audit Teams’

- the certification process
- lead auditor skills, abilities and Code of Conduct
- legal/ethical aspects of auditing
- JAS-ANZ and RABQSA.

Examination:

Participants are competently assessed during activities throughout the Course, including a role play external audit during the afternoon of Day 4, and through a written examination on the afternoon of the final day. All participants on the Course receive a Certificate of Attendance. Those who are deemed ‘competent’ receive a Certificate of Attainment in lieu and automatically qualify as a Provisional Auditor with RABQSA.

For more information please contact us at enquiries@acehealthandsafety.com.au

Or on **1800 60 41 48**