



Internal Auditing: Criteria and Procedures

Course Level
Supplementary

Programme Coordinator
Lulanie Swanepoel

Duration
6 Modules

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



Overview and Objectives

Course Overview

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



Entry Level Requirements

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



Who Should Attend

- Middle management
- Management
- Internal auditors



Outline

Module 1: Introduction

- Introduction to Internal Auditing
- Terms & Definitions

Module 2: Managing an Audit Programme

- Establishing a Team and allocating responsibilities
- Establishing the audit programme objectives
- Establishing the audit programme
- Implementing the audit programme
- Monitoring the audit programme
- Reviewing and improving the audit programme
- Resource Management

Module 3: Competence and evaluation of auditors

- Determining auditor competence
- Establishing the auditor evaluation criteria
- Selecting the appropriate auditor evaluation method
- Conducting auditor evaluation
- Maintaining and improving auditor competence

Module 4: Pre-Audit Activities

- Initiating the audit
- Preparing audit activities

Module 5: Conducting the Audit Activities

- Conducting the audit
- Opening Meeting
- Conducting audit
- Closing meeting

Module 6: Post Audit Activities

- Report writing
- Report issuing
- Follow-up and verification



Language

Presented in English.



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Benefits of MXNS Online Training

Independence and Flexibility

This course is facilitated via an online Learner Management System (LMS) and follows a 'learn-at-your-own-pace' approach, whereby the student has the freedom to work through the content in their own time - from anywhere in the world.

Variety

The content of this course is made up of course notes, images, infographics and video - in order to provide diversity in the learning material and to allow for exposition of more nuanced topics and/or practical demonstration, where required.

Assessment Method

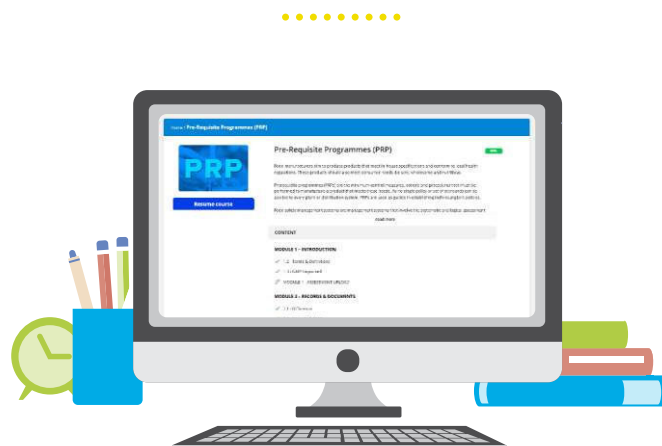
Each module is followed by an assessment which is uploaded and graded by our Technical Specialists, with one final summative assessment taking place at the conclusion of the course.

Online Assistance

Our Technical Specialists are an email away and are available to assist with any content for which you may require further clarification.

Learning Outcomes

At the conclusion of this course, you will receive a certificate of completion, as well as a digital badge to make use of on your resumé, LinkedIn profile, etc.



Contact us:

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