

Internal Auditor Training



Course Outline

The ability of a business to internally audit their food safety and quality system programs is essential. This course will give participants the skills and knowledge to conduct internal audits in line with international recognised standards (AS/NZS 19001:2003).

Course duration

2 day plus post course assessment

Course content

- The role of the quality systems auditor
- The skills, knowledge and behaviour required to be an auditor
- Auditing standards ISO 19011
- Types of audit
- Internal audit process
- Audit stages
- Audit techniques and communications
- Preparing for and performing an audit
- "Live" audit
- Non-conformances and CARs
- Audit reporting
- Amendments to the QA system

Prerequisites

Nil

Who should attend?

This workshop will benefit anybody who needs to review the quality system, especially:

- New internal auditors
- Quality Managers, QA and QC personnel
- HACCP teams

Competencies issued



Participants may undertake assessment to receive a Statement of Attainment for achieving competency

in the units of FDFOPTPA3A Participate in an Audit Process from Certificate III in Food Processing and FDFIMMIA4A Manage Internal Audits from Certificate IV in Food Processing.

Course fee includes

- Professional trainer experienced in auditing
- Detailed workbook including case examples.
- Venue costs, morning and afternoon tea, lunch.
- The AS/NZS 19001:2003 Guidelines for quality and/or environmental management systems auditing is available at a special additional price of \$46.00.

Symbio Alliance, 44 Brandl Street, Eight Mile Plains QLD 4113
Training contact: Vicki Treadwell vtreadwell@symbioalliance.com.au

Ph: 3340 5721 Fax: 3219 0333
ABN: 93 621 286 928