

# Food Safety Auditor Training



## Course Outline

Do you need to know how effective food safety programs work? Are you looking for qualifications as a food safety auditor? Are you in an audit / review / inspection role and wondering if the way you do things could be improved?

This course has been designed to provide you with the knowledge and skills to:

- Understand the HACCP Principles and how they can be interpreted to design a food safety management system
- Apply ISO 19001 audit steps to verify that HACCP is operating effectively and efficiently
- Understand issues involved in auditing processes and integrated systems
- Perform an audit of a food safety system to food safety auditor certification levels

## Course content

Introduction to Food Safety Auditing

- Background and recent developments in food hygiene, food safety, HACCP legislation, FSANZ food hygiene standards
- Food industry quality systems – combined ISO9001 / HACCP
- Main hazards of concern to the food industry
- Good Manufacturing Practices
- Standard Operating Procedures
- HACCP & Risk Management

## HACCP

- Preparation for HACCP
- HACCP teams
- Setting the scope
- Description of Product
- Process flow diagrams
- The 7 Principles of HACCP (as per Codex guidelines)

## Auditing

- Audit terminology
- Audit Standards: ISO19001
- Steps to auditing
- Initiating audit steps
- Audit programs / schedules
- Audit team direction and management: objectives, scope, criteria and feasibility
- Team selection
- Initial contact – pre-audit visit, document review, pre-audit documentation and data
- Audit plan – itinerary / timetable, notification, vertical and horizontal audit trails
- Allocating tasks
- Working documents – checklists

## Conducting Audit Steps

- Opening meetings
- Audit techniques / communication
- Roles and responsibilities of guides and observers
- Collecting and verifying information
- Evaluation of results / audit findings
- Conclusions / non-conformity reports
- Closing meetings

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### **Post-audit Steps**

- Audit reporting – preparation, authorisation / distribution
- Audit follow-up – completing the audit

### **Advanced Auditing**

- Avoiding common pitfalls during regulatory and third party audits
- Auditing HACCP in an integrated management system
- Modern approaches to auditing management systems
- Process auditing explained human factors in the audit process
- Tips and hints for food safety auditors
- The importance of transparency and ways to achieve it.

### **Prerequisites**

Nil.

### **Competencies issued**

Participants who attend may choose to be enrolled and undertake assessment in the following food safety auditing units from the Cert IV in Food Processing (Food Safety Auditing):

- FDFFSACA – Assess compliance with food safety programs
- FDFFSDFSAA – Conduct food safety audits
- FDFFSCHZA – Identify, evaluate and control food safety hazards
- FDFFSCOMA - Communicate and negotiate to conduct safety audits

### **Course duration**

4 days plus post course assessment. The course is run as 4 day classroom training with participants being provided a pre-course pack to be completed prior to the commencement.

### **Course fee includes**

- Professional trainer experienced in auditing
- Detailed workbook
- Practical auditing sessions
- Venue costs, morning and a light lunch
- Copy of the AS/NZS 19001:2003 Guidelines for quality and/or Environmental management systems auditing
- Copy of AS ISO 22000:2005 Food safety management systems – requirement for any organization in the food chain.

### **Training numbers**

Minimum of 6 participants

### **Enrolment**

Please complete the Short Course Enrolment form and return with your payment to fax 07 3340 5796 or email

[training@symbioalliance.com.au](mailto:training@symbioalliance.com.au)



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