

# 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 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 their food safety or quality system, especially:

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

## Course duration

2 days plus post course assessment

## Competencies issued

Participants may undertake assessment to receive a Statement of Attainment for achieving competency in the units:

- FDFOPTAP3A Participate in an Audit Process from Certificate III in Food Processing
- 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 Guideline for Quality and Environmental Management Systems Auditing Book is available for purchase.

## 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)

Symbio Alliance, 44 Brandl Street, Eight Mile Plains QLD 4113

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

Ph: 07 3340 5726 Fax: 07 3340 5796

ABN: 93 621 286 928