

Wareham & Associates provides training to assist organisations in improving their business processes and meeting the requirements of international standards.

We provide training in: Food Safety • Quality • Environmental • OHSA • Sustainability
• Lean Manufacturing Tools / Techniques • Integrated Risk Management



OUR MISSION

To create internationally competitive risk management and sustainability solutions.

INTERNAL AUDITOR (DATASHEET # 7.1-109)

DURATION: 2-3 DAYS (2 DAYS CONDENSED VERSION)

TARGET AUDIENCE: MIDDLE MANAGEMENT, SUPERVISORS, TYPICALLY THE MULTI DISCIPLINARY RISK ASSESSMENT TEAM

- Comprehensive Internal Auditing Structure (Activity, Procedure, Process and Systems)
- Effective Audits Delivering Value
- Reporting/Analysis Driving Continual Improvement

Course Objectives:

At the end of this training course you will:

- Be able to conduct activity, procedure, process and systems audits.
- Be able to explain auditing within the context of the continual improvement cycle.
- Be aware of the key considerations to master this key system.
- Understand the auditing protocol of the standard.
- Understand the difference between the different types of audits required.
- Understand the different classifications of findings relating to the different types of audits.

What you will learn:

Days 1 & 2:

- Introduction to the relevant International Standard (ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007, ISO/FS 22000, ISO 31000, BRC Food, BRC IoP & BRC S&D)

- The International Standard in Context.
- Scope of the Standard.
- Principles of the Standard.
- Benefits of the Standard.

• Internal Auditing:-

- Scope of Internal Audits
- Structure of Internal Audits
- Audit Definition
- Definition of each audit type:
 - Activity
 - Procedure
 - Process
 - System
- Advantages, disadvantages, pitfalls and best practices per audit type:
 - Activity
 - Procedure
 - Process
 - System

What you will learn:

- Audit methodology for each type:
 - Audit Plan
 - Audit Objectives
 - Audit Principles
 - Audit Preparation
 - Conducting the Audit
 - Findings Categorisation and Rating
 - Reporting
- Case studies per audit type
- Generic auditing tools and techniques

Day 3:

Specific Audit Focus in the context of the relevant Standard including:

ISO9001:2008

- Quality Management Principles and Application
- Mandatory Procedures
- Risk Assessment
- Business Processes
- Quality Assurance
- Quality Control

ISO/FS 22000

- Food Safety Hazards
- Pre-Requisite Programs
- HACCP

OHSAS 18001:2007

- OHSAS Hazards
- Pre-Requisite Programs
- HIRA

ISO 14001:2004

- Environmental Aspects/Impacts
- Pre-Requisite Programs
- ERA

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BRC Food

- Food Safety Hazards
- Pre-Requisite Programs
- HACCP

BRC IoP

- Product Quality Factors
- Packaging Process Control (including printing control)
- Pre-Requisite Programs
- Risk Assessment

BRC S&D

- Good Distribution Practices
- Cold Chain
- Risk Assessment
- Traceability

Case Studies and Practical Examples:

Activity Audits – highlighting 5 senses.
Procedure Audits – what to look for highlighting transaction audit trails.
Process Audits – use of the PDCA loop.
ISO Compliance Audits – what to look for.

Competency Assessment – Translating Theory into Practice:

Case studies are used extensively as part of the formative assessment process for each of the 4 types of audits required.

Certification

Successful candidates will be awarded a certificate from **Wareham & Associates** indicating successful completion of the course.

Prior Experience & Learning

NQF Level 4 Qualification required.

Outcomes:

Upon successful completion you will be able to:-

Conduct Internal audits at an activity, procedural, process and systems level.

For more info

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FROM COMPLIANCE TO GLOBAL COMPETITIVE ADVANTAGE