



ISO 22000:2018 Food Safety Management System Internal Auditor Training Course

Course aim	To provide guidance and practical experience in planning, executing, reporting and audit follow-up of an internal audit, when monitoring the effectiveness and conformity of an FSMS (ISO 22000).
Course description	<p>The adoption of a food safety management system (FSMS) is intended to enable an organization to improve its food safety (FS) performance and to manage its FS risks. An internal audit is an essential element to an effective FSMS, and by attending this course you will benefit by learning and developing the skills to help improve your organization's FS performance.</p> <p>This course develops the necessary skills to assess and report on the conformance and implementation of processes based on ISO 22000. You'll learn how to initiate an audit, prepare and conduct audit activities, compile and distribute audit reports, and complete follow-up activities.</p>
How will I benefit?	<p>This course will help you:</p> <ul style="list-style-type: none">• Prepare, conduct and follow-up on ISO 22000 audit activities• Identify and apply the benefits and requirements of an ISO 22000 audit• Gain the skills to assess an organization's capability to manage its FSMS• Write factual audit reports and suggest corrective actions
What will I learn?	<p>You will have the knowledge to:</p> <ul style="list-style-type: none">• Explain the guidelines of management system auditing according to ISO 19011• Determine the application of ISO 19011 guidelines to auditing ISO 22000 <p>You will have the skills to:</p> <ul style="list-style-type: none">• Initiate the audit• Prepare audit activities• Conduct audit activities• Prepare and distribute the audit report• Complete the audit• Audit follow up
Who should attend?	Anyone involved in the auditing, maintaining or supervising of an ISO 22000 FSMS.
Duration	2 days
How will I learn?	Our high impact accelerated learning approach increases learning by improving knowledge retention and skill application. This course is activity-based, resulting in a deeper understanding of the material and a greater impact on job performance.
What will I gain?	On completion, you'll be awarded an internationally recognized BSI Training Academy certificate.



Prerequisites	You should have a good knowledge of ISO 22000 and the key principles of an FSMS. If not, we strongly recommend you attend our ISO 22000 Requirements course or the ISO22000 Transition course (if you have previously attended a Requirements course to the old standard).
Related training	You may also be interested in attending the ISO 22000 Requirements or Lead Auditorcourses.
HRD Corp	Scheme Code : HRD Corp Claimable Courses Programme No : 1000117719 Level of Certification : Certificate of Attendance



Agenda

Day 1

Time	Topic	
9:00	Benefits to you, welcome and introductions	
	Course aim, objectives and structure	
	ISO 22000 Refresh quiz and components overview	
	ISO 22000 requirements for internal audits and intended results	
	ISO 19011 guidelines and application to auditing ISO 22000	
	<ul style="list-style-type: none"> Guidelines for auditing management systems ISO 19011 	
	<ul style="list-style-type: none"> Activity 1: Auditing terms and definitions 	
	<ul style="list-style-type: none"> Definition of an audit 	
	<ul style="list-style-type: none"> Audit process, evidence and criteria 	
	<ul style="list-style-type: none"> Activity 2: Principles of auditing 	
	<ul style="list-style-type: none"> Typical audit activities 	
	<ul style="list-style-type: none"> Audit programme 	
	<ul style="list-style-type: none"> Audit objective, scope and criteria 	
	<ul style="list-style-type: none"> Activity 3: Auditor responsibilities 	
	Initiating and preparing audit activities	
	<ul style="list-style-type: none"> Initiating the audit 	
	<ul style="list-style-type: none"> Document review and sampling 	
	<ul style="list-style-type: none"> Activity 4: Audit plan 	
	<ul style="list-style-type: none"> Work document preparation 	
	<ul style="list-style-type: none"> Activity 5: Checklists 	
	Conducting the audit activities	
	<ul style="list-style-type: none"> Opening meeting 	
	<ul style="list-style-type: none"> Communication skills 	
	<ul style="list-style-type: none"> Activity 6: Personal behaviour 	
	Internal audit video	
	17:00	End of day 1



Day 2

Time	Topic
9:00	Review of day 1 quiz
	Conducting the audit activities: [continued]
	<ul style="list-style-type: none">• Document review during the audit and verifying information
	<ul style="list-style-type: none">• Recording the facts and generating findings
	<ul style="list-style-type: none">• Activity 7: Generating audit findings
	<ul style="list-style-type: none">• Documenting nonconformities
	<ul style="list-style-type: none">• Activity 8: Nonconformity write up
	<ul style="list-style-type: none">• Preparing audit conclusions and closing
	<ul style="list-style-type: none">• Activity 9: Closing meeting
	Prepare audit report, complete audit and follow up
	<ul style="list-style-type: none">• Preparing and distributing the audit report
	<ul style="list-style-type: none">• Completing the audit
	<ul style="list-style-type: none">• Conducting audit follow-up
	<ul style="list-style-type: none">• Activity 10: Review and respond to proposed corrective action
	Reflection quiz
	Course review and final questions
17:00	End of course

Two short breaks will be taken at suitably convenient times in the morning and afternoon. An hour will be given for a lunch break. Additional breaks may be taken as long as agreed by delegates and tutor, and all learning objectives are met.