



## **Essentials of Internal Food Safety Auditing Training Course**

### **Scope and Key Points:**

A customized **2-day** training workshop to be conducted at your site for company quality, technical, and production/manufacturing team members.

Key topics to be covered include:

### **Session 1 (1 day) – Technical Elements of Food Safety Auditing**

A customized training session focused on an overview of food safety regulatory requirements, and the technical aspects of conducting an internal audit/GMP inspection.

- Overview of purpose and definition of audits
- Types of audits, including inspection based audits
- Overview of food regulatory environment in New Zealand, with particular focus on the regulatory framework affecting your food business
- Audit standards and legislation, including customer standards (if applicable)
- Overview of joint ANZ Food Standards Code – including food labelling and composition requirements
- Overview of selected Food Safety Management Programme requirements from an auditing perspective. These might include the following: Allergen Management, Pest Control, Food Defence, Maintenance, Training, Warehousing/Inward Goods, Product traceability (raw materials to finished products)
- Other specific topics relevant to your current food safety management focus

### **Session 2 (1 day) - Internal Auditing Skills and Techniques**

A customized training session focused on the human side of auditing, and the procedural aspects of conducting an internal audit.

- Factory exercise – audit of a food safety supporting programme
- Auditor attributes, skills, and characteristics
- Auditor skills - Active listening, Questioning techniques, Observation skills – including slide show of GMP issues for assessment by trainees
- Developing audit checklists for specific areas/topics
- Auditing food safety records e.g. production, QC, verification testing results – using real examples of food safety records from your food business
- Audit process – preparation, entry meeting, conducting the audit, evaluation of findings, exit meeting, preparation of report, follow up and close out
- Making decisions – determining significance of audit findings (non compliances vs. recommendations)

**Note that a number of group/individual exercises are included, with examples drawn from food safety auditing.**

Note that the course will be customized to your operations, and company specific examples will be used wherever possible. The company's Food Control Plan/National Programme will be used as the basis for all activities.

**To discuss your specific training requirements, and request a training quotation, contact Shane Hopgood on 09 846 8492, 0274 726 657 or [shane@assuredfoodsafety.co.nz](mailto:shane@assuredfoodsafety.co.nz)**