

COURSE CONTENT OVERVIEW

# Introduction to Internal Auditing and Management Training



This Introduction to Internal Auditing and Management course has been designed for workers of all levels within a food manufacturing premises. Internal auditing is good practice and must be in place before a manufacturer can meet industry standards and be certified by an accreditation body.

Creating production records and validation checks also safeguards a business, should a customer complaint or lawsuit come up, as a due diligence defence. The records created through internal auditing will also provide data for continuous improvement and flag any potential problems that can be fixed before anything goes wrong.

### **Module 1: Introduction to Internal Auditing**

This module explains the purpose and benefits of implementing internal auditing procedures; and the importance of maintaining, monitoring and continuous improvement of current systems.

- What is an internal audit?
- Who is involved in an internal audit?
- The benefits of internal auditing
- Legislation
- Industry standards
- The four lines of defence
- Maintaining current systems
- Monitoring current systems
- Continuous improvement of current systems
- A risk based approach
- Internal auditing toolkit

### **Module 2: Planning an Internal Audit**

This module outlines the key things to internally audit and how to create an audit schedule, including determining the frequency of an internal audit procedure based on the manufacturing processes and standards being adhered to.

- Frequency of auditing
- Creating an audit schedule
- Creating an audit checklist against standards
- Preparing for an internal audit
- Conducting an effective internal audit
- Roles and responsibilities of the internal auditor

### **Module 3: Evaluating Evidence and Root Cause Analysis**

This module explains how to evaluate evidence objectively to determine the root cause of an issue and the verification of the corrective actions which have been implemented to prevent the issue from occurring again.

- Evaluation of the objective evidence,
- Categorising non-conformances,
- Writing non-conformance reports,
- Corrective and preventive action,
- Root cause analysis,
- Communication

### **Module 4: System Based Internal Audits - Key Areas of Product Safety Management Systems**

This final module will focus on the essential components of a comprehensive internal audit programme, outlining the key audit areas, considerations and best practices for each one.

- Senior management commitment
- HACCP/HARA product safety plan
- Product safety and quality management systems
- Supplier and raw material approval
- Control of non-conforming products
- Traceability
- Complaint handling
- Product recall
- Site security and product defence
- Utilities
- Equipment standards and maintenance
- Chemical & foreign matter product contamination
- Foreign body detection & removal equipment
- Housekeeping and hygiene
- Pest management
- Storage and distribution
- Management of allergens
- Product authenticity and claims
- Control of operations
- Labelling and pack control
- Calibration

## Aims of the training

By the end of this course, learners will:

- Have knowledge of the purpose of internal auditing and why it is important.
- Understand a risk-based approach to internal auditing.
- Understand the roles and responsibilities of the internal auditor.
- Understand what is involved in setting up an internal audit system, checklist and plan.
- Understand how to complete a root cause analysis, type of non-conformances and how to evaluate corrective actions with objective evidence of the audit.
- Be able to identify the processes which need to be internally audited within a business.
- Know more about the different types of audits.