

Internal Food Safety Auditor

AGENDA

Day 1

Time

Subject

8:00 a.m.

Welcome and Introductions

Module 1: Introduction to Food Safety and Food Quality

Module 2: Introduction to Food Safety Management Systems

Activity 1 – Identifying Documents that Relate to Food Safety Management Systems

Break

Module 3: Introduction to Auditing

Activity 2 – Terms and Definitions

Activity 3 - Heart of HACCP and 5 Ps

Module 4: Audit Preparation – Scheduling

Activity 4 – Preparation of Audit Schedule

12 noon

Lunch

12:45 p.m.

Module 4 *continued* – Scheduling

Module 4 *continued* – Planning and Preparation

Activity 5 – Development of an Audit Plan

Activity 6 – Development of Audit Checklist

Break

Module 5: Performing the Audit – Group Activity

4:30 p.m.

End of day

Internal Food Safety Auditor

Day 2

Time	Subject
8:00 a.m.	Review of Day 1 Module 5 <i>continued</i> Activity 7 – Advanced Skills for Auditors Activity 8 – Compliance Audit Break Activity 8 <i>continued</i>
12 noon	Lunch
12:45 p.m.	Module 6: Presentation of Audit Findings Activity 9 – Nonconformity Classification Activity 10 – Development of CARs Activity 11 – Closing Meeting Activity 12 – Audit Report Module 7: Follow-Up Activities Break Module 8: Key to Successful Audits In Class Knowledge Check
4:45 p.m.	End of course