

# Swift MICRO LABORATORIES

# Training

Programme Co-ordinator: **Lulanie Swanepoel**

Swift is accredited with FoodBev SETA: Accreditation number: 587/00077/0610



## INTERNAL AUDITING

### PRINCIPLES AND PRACTICES

## Course Overview

Internal audits verify the effectiveness of a food-safety system. This popular course is one of the requirements for HACCP, BRC and ISO 22000 certification. It will familiarise delegates with the principles of auditing techniques, facilitate the creation of an internal audit programme to improve the standard of operation and meet recognised quality standards.



## Course Objectives

To equip delegates with the necessary knowledge to understand:

- the purpose of internal audits
- an audit's planning and preparation
- preparing audit documentation e.g. audit checklist, audit report and nonconformance records
- auditing techniques
- audit execution e.g. opening and closing meetings as well as conducting audits.





## Entry Level Requirements

To ensure that this course is valuable to your company, delegates must be comfortable communicating in English and need suitable reading and writing skills.

A certificate of attendance will be issued once the course has been successfully completed.

## Course Registration

FoodBev SETA  
registered skills programme:  
09SP0002630403104/1

NQF level: 4

Credits: 31

## Who Should Attend

Middle management and management, internal auditors

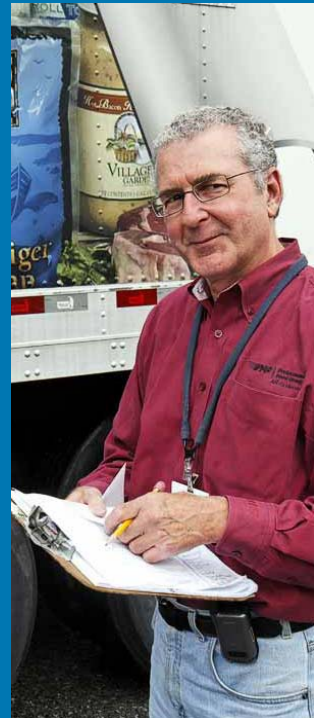
**Duration:** Two days

**Language:** English



## Course Outline

- Purpose of an audit
- Reasons for auditing
- Quality Standard requirements
- Managing the audit
- Auditor selection and preparation
- The audit route and its management
- Audit documentation i.e. checklists
- Audit format
- Planning and preparing audits
- Audit execution, including auditing and interviewing techniques
- Reporting nonconformances
- Audit reports
- Tracking the audit's progression and follow-ups
- Benefits of internal audits
- Practical application – exercises and case studies.



## For Further Information

on our training courses, or to register for a course, please contact Swift Micro Laboratories' Marketing Department.

Cape Town tel: 021 683 8436  
fax: 021 683 8422

Midrand tel: 011 805 4310  
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George tel: 044 873 0855  
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