



ISO 22000:2005

AUDITOR- LEAD AUDITOR COURSE

DURATION 40 HOURS – GVTI ACCREDITED #. A-FSMS 0404

Pre-requisite:

- Good knowledge of the principle of Food Safety Management system.
- Good knowledge of the reference international standard.
- Good knowledge of local standards and laws.
- Six months work experience (at least) in Food Safety sectors.

Course description:

This course is designed to:

- Train potential Auditors/Lead Auditors in the principles and practices of assessment of Food Safety Management System for compliance with national and international standards.
- Install a positive attitude towards auditing skills developed by using audit techniques.
- Convey a mixture of lectures, practical exercises and a case study.
- Meet the requirements of ISO 22000:2005 change or current auditing practice changes.
- Provide a useful reference tool when you start to carry out audits after the course has been completed.

Course Materials:

- Pre-course assessment.
- Course manual containing all group discussions, exercises and workshop materials.
- Copy of current version of ISO 22000:2005.
- Copy of current version ISO 19011:2011.

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Learning objectives:

- Understanding of the correct use of terminology and vocabulary as used in current version ISO 22000:2005.
- Understanding of the purpose of Food Safety application.
- Management HACCP, GMP, PRP and OPRP application upon which the Food Safety series is based (see details of application in attached course schedule).
- The ability to prepare, plan and perform effectively a due to current version ISO 22000:2005 standard audit, according to the prescriptions of current version ISO 19011:2011.
- To identify the objective evidence which must be available to cover the requisites required by the current version ISO 22000:2005 standard.
- To identify the audit evidence, formalize correct non-conformity reports based on objective evidence, process and produce objective and constructive audit reports.
- Competent management of the auditing process in accordance with current version ISO 19011:2011.

Who should attend?

- Company personnel designated to perform first and/or second party audits on the Food Safety Management Systems in an organization.
- Company heads of coordination, management and implementation of the Food Safety Management System in an organization.
- Designers and consultants for Food Safety Management Systems.
- All those wishing to expand their training/activities in third party audits in Food Safety Management Systems.

Course contents:

- How to prepare the opening meeting
- How to prepare the closing meeting
- The recording of non-conformities
- Audit reports
- Evaluating Corrective Actions
- Continuous improvement
- Management for processes
- The HACCP, GMP, PRP and OPRP for Food Safety Management System (see details of application in attached course schedule).
- How to plan an audit
- The uses of check-lists
- How to conduct the audit

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Certification:

All participants will receive an attendance certificate. The participants passing the final exam will receive the **"Auditor Food Safety Management System"** certificate which is recognized internationally and meets the training requirement necessary for being registered as an auditor. Accreditation is given according to current version ISO 19011:2011, and participants will be able to obtain accreditation as Lead Auditor according to the corresponding legal framework in Egypt, e.g. at TÜO Egypt Ltd.

Assessment Method:

Method of assessment depends on the following four factors:

1. Daily assessment (by short answer question) (10 marks)
2. Tutor continuous assessment (attendance, participation, performance and time keeping) (10 marks)
3. Assessment of learning objectives (exercises, workshop, role play) (10 marks)
4. Final exam (answering the questions paper) (70 marks)

Complaints and Appeals:

Any complaints or appeals against the final mark should be made in writing to the Course Manager at GVTI where it will be reviewed and responded to in writing.

Re-exam:

In the case where the student is allowed to sit the written test but does not obtain a score sufficiently high to pass, he/she will have the possibility to repeat the exam within 10 months of the date of the first exam.

Conditions to pass this course:

Participants must attend a minimum of 85% of the training hours and must gain 70% of total marks, with a minimum score of 40% of marks for every sector.

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Training Day Partitioning:

Time	Item
09.00:10.45	Lecture and practice # 01
10.45:11.00	Time of Continuous assessment #01(individual written exercise)
11.00:11.15	Tea Break
11.15:13.00	Lecture and practice # 02
13.00:13.15	Time of Continuous assessment #02 (workshop)
13.15:14.00	Lunch Break
14.00:15.45	Lecture and practice # 03
15.45:16.00	Time of Continuous assessment #03 (individual oral exercise)
16.00:16.15	Praying Break
16.15:17.30	Lecture and practice # 04
17.30:17.45	Time of Continuous assessment #04 (role play)
17.45:18.00	Learning Cycle Review

Course Schedule:

Day 1

- Accreditation and Certification/Registration
- HACCP and the current version of ISO 22000:2005 Standard Series
- Hazard Analysis Critical Control Points (HACCP)
- Overview of the current version of ISO 22000:2005 standard series
- ISO 22000:2005 Process Model and Structure
- Process Approach
- Current version of ISO 22000:2005 Requirements
- Current version of ISO 22000:2005 Application
- Examination Debrief
- Learning Cycle Review

Day 2

- Statutory and Regulatory Requirements
- Terminology Overview of primary Statutory and Regulatory requirements
- Keeping up to-date it with statutory and regulatory requirements an different sources
- Checking for Compliance
- FSMS Documentation
- Documentation hierarchy , document types, requirements, systems and benefits
- Introduction to FSMS Auditing
- Current version of ISO 22003:2013 overview
- Terminology , Principles, Types of conformity audits and other audits
- Roles and responsibilities , auditor qualities and role of psychometric assessment tools

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- Audit Life Cycle
- Process Approach to Auditing
- Current version of ISO/IEC 17021 2 Stage Audit Approach
- FSMS Document Review
- Learning Cycle Review

Day 3

- Conducting on-site audit activities
- Opening Meeting
- Collecting and verifying information
- Evidence, Methods and Procedure for Gathering Evidence
- Interviewing Instructions and Interviews
- Audit Scenarios
- Learning Cycle Review

Day 4

- Interviewing Interviews and Audit Scenarios continued
- Audit Team Performance and Communications
- Handling Difficult Situations
- Audit Reporting – Audit Findings
- Writing Audit Findings
- Writing the audit Report
- Examination Preparation and Study
- Learning Cycle Review

Day 5

- Completing the audit
- Audit Follow- up Strategies
- Evaluating Corrective and Managing the Audit Program
- Closing/Exit Meeting
- Course Summary / Continuous Assessment Report
- Examination Instructions and Examination

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