

ONLINE TRAINING

Setting up an Internal Audit Program

Steps and Techniques



Why Audit?

01 To determine if the system is meeting requirements.

02 Measure compliance with the documented system.

03 To help identify nonconformances.

04 To foster accountability and continuous improvement.

NOTE

Internal audits play a critical role in maintaining and improving a management system.

Internal Auditors



Find objective evidence that the system is implemented and effective



Identify nonconformances



Find areas where the system is not operating as planned.

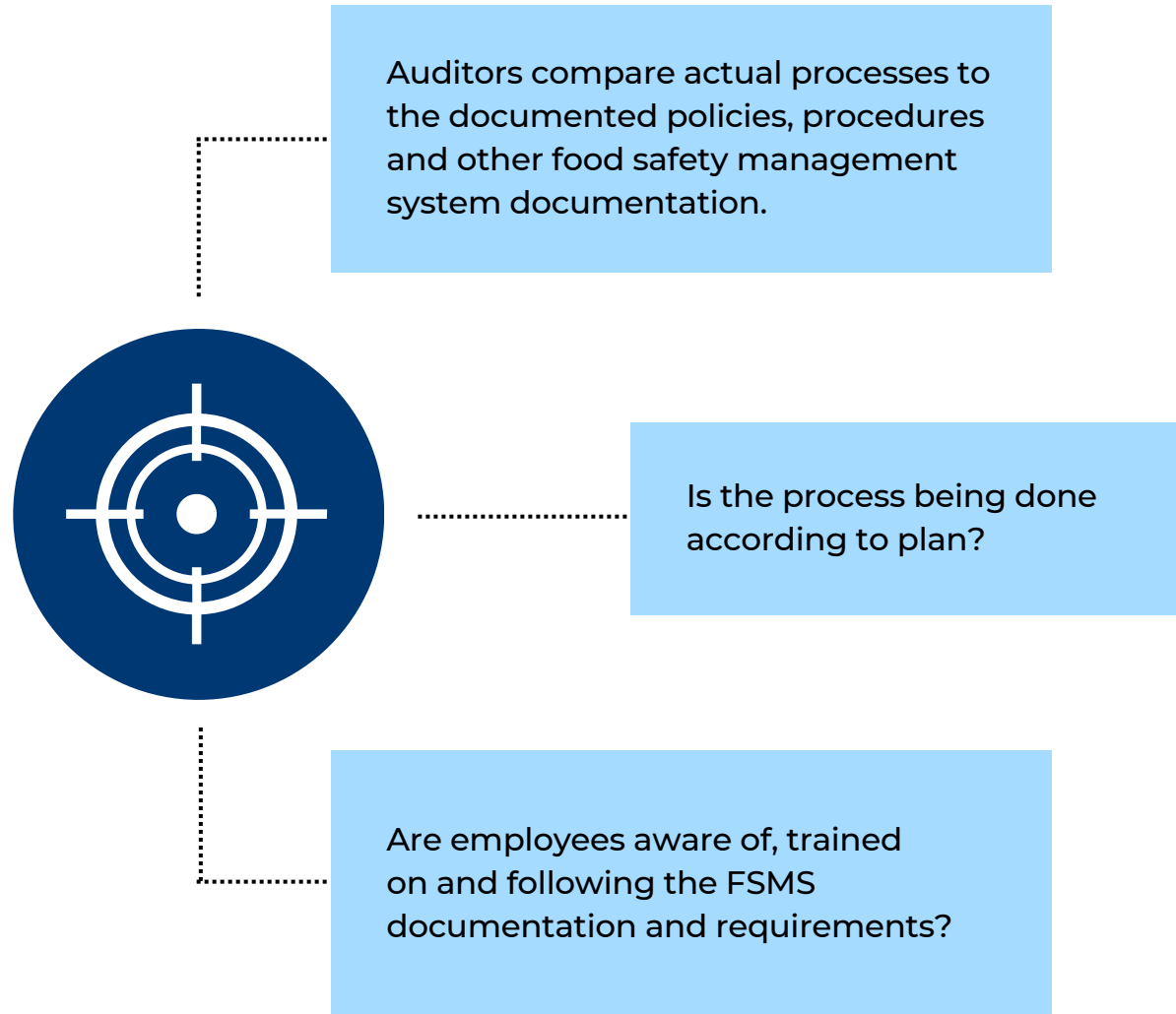


Find areas where the system doesn't meet the requirements of the standard.

NOTE

Internal auditors are responsible for verifying the effective implementation of the food safety management system. They must be trained on internal auditing.

Focus of the Audit



Internal Audit vs. Inspections

- **Inspections** are typically based on a standard checklist that is designed to look at each point individually and determine if a requirement is being followed.
- **Internal audits** look at the system and include the interaction of the processes.

NOTE

Many companies have GMP inspections or regularly scheduled inspections of prerequisite programs.

The Audit Coordinator

- The audit program must be planned and implemented.
- Designate responsibility for an audit coordinator who will maintain the audit schedule, assign auditors and initiate audits.
- Internal auditors must be trained and qualified to perform your internal audits

NOTE

Registrar Corp offers effective and affordable [online training](#) for internal auditors. Train your team & track their progress. Print certificates.



The Audit Schedule

Prepare an audit schedule. Each area should be audited at least one a year, but for an effective program, plan on auditing each area at least twice.

The schedule is also based on how the system is working. Audit problem areas more often.

The Audit Plan

Identify what processes or procedures must be audited in each area or department. These will be included in the audit plan for the area.

Prepare your audit plan based on the processes and procedures you identified.

Conducting the Audit

Using your checklists and procedures as references, go out to observe the process and talk to people in the department.

You are looking for evidence that the Food Safety Management System is working effectively.

Internal Audit Steps

01

Create audit schedule.

02

Complete audit plan.

03

Hold opening meeting.

04

Conduct audit

05

Document the findings
& prepare audit report.

06

Hold closing meeting.

07

Prepare audit file.

08

Follow up.

Remember that the auditee may be stressed. To help them relax so you get the information you need.

Smile, relax and point out good things that you see. Summarize with “everything looks good here” when you can.

As the auditor, you are creating the audit culture for your organization.

Techniques

Keep people informed about what you are finding. Point out nonconformances as you go. Make sure the auditee understands what you see as the nonconformance. There should be no surprises in the closing meeting.

Use open ended questions—they provide more information. Ask for clarification or more information if you do not understand.



The Internal Auditor will

- Check documents and records.
- Ask questions.
- Observe processes and compare them with documented procedures and work instructions.
- Investigate any differences.
- Follow audit trails, be curious.
- Take good notes.

The Closing Meeting

- Highlight areas that are working well.
- Review each nonconformance, allow questions and discuss the findings to make sure that the group understands.
- Discuss any corrective actions that were not found to be effective.
- Have the group sign the audit report as a record of attendance.
- Give a copy of the nonconformances to the area management.

NOTE

Thank the group for their cooperation and remind them that this is an evaluation of the processes not the people.

The Audit File Includes



Audit Plan



Audit Worksheets



Audit Report

Internal Audits are one of the **most important** pieces of the food safety management system. Implementing an effective system will help ensure an effective food safety management system, and successful certification audits. **Training auditors** is the key to having an effective internal audit program.

Registrar Corp provides effective online internal auditor training. The training is economical, convenient, can be accessed online and completed at your own pace.

ONLINE TRAINING

For Internal Auditors

Our self-paced, 100% online training courses teach you to set up a successful internal audit program and to perform internal audits of your SQF, FSSC 22000, BRCGS, ISO 9001:2015 or ISO 22000 system with confidence.

Each course meets the requirements for training internal auditors.

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