



Canadian Food Processors Institute

Food Processing Human Resources Council

ONLINE COURSE PROFILE

Title: Introduction to Internal Audit

Description: As food industry regulation becomes more standardized, nationally and globally, having an Internal Audit system is no longer optional. This course highlights the common auditing practices within an internal auditing program. The information is primarily focused on internal audits; however it is valid for second- and third-party audits.

This course provides information that assists the learner to understand why Internal Audits are done, by whom and how they are done. The course outlines the Internal Audit system, definitions, the planning phase, implementation and monitoring, verification practices, and documentation required for effective internal audits. Finally, the course aids the learner to understand the Internal Audit system's functions.

Learners will recognize that the end goal of well documented, effective audits is to be a resource to company management, making the investment in time and training worthwhile, because the resulting information can be utilized for strategic planning and other decision making.

Who should attend? This course is applicable to industry personnel in a food processing plant who are involved in facility audits and inspections including : owners, supervisors, plant manager, etc.

Duration: 4.0 hours

Learning Objectives: This course is designed to cover the common practices for planning, executing, documenting and reporting on internal audits within a food processing facility. Participants will gain knowledge about and skills for:

- Describing and defining internal audits
- Providing a working knowledge of internal auditing practices
- Assisting the learner to understand:
- Knowledge of food safety standards such as HACCP systems, audit standards and regulatory standards
- review documentation required for audit to ensure completion
- to compare documentation to audit standards and identify gaps
- conduct pre-audit inspection of facility
- review HACCP systems with auditor and accompany auditor on facility tour
- provide correct and preventive actions recommendations
- Report on and resolve documentation and operational deficiencies

The goal of this training is to provide knowledge, insights about the function of audits and strategies which will help clients successfully plan for and participate in a food processing industry audit of their facility.



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Major Topics:

- HACCP
- Internal Audit
- Regulatory Standards
- Food Safety Management
- Performance Measurement
- Documentation and Records
- Corrective and Preventive Actions

Evaluation Process

FPHRC is committed to providing relevant training in an appropriate and useable form for the food and beverage processing industry. This course has been developed because the subject area is one for which a need for training was identified. The course information and online format was developed with both the subject matter and prospective participants in mind. The FPHRC welcomes evaluations and comments as a method of fulfilling its mandate to provide relevant training for the food and beverage processing industry.

A course evaluation form about course material and delivery will be provided. Though this evaluation is optional, each participant is encouraged to complete a course evaluation to help us make improvements.

Knowledge Evaluation

Adult learners must be able to assess their own performance as they practice new behaviours and theories. Knowledge evaluation for participants will occur at the end of each course module and a final evaluation at the end of the course. Participants must demonstrate a minimum level of knowledge (70%) for the final course evaluation.