

SUPPLIER AUDITING

A Three Day Course

Course Outline

For

All personnel required to perform supplier audits.

Purpose

To enable course members to:

- Schedule, plan and prepare for supplier audits
- Identify potential food safety and hygiene problems
- Effectively perform supplier audits
- Recommend suitable corrective actions
- Report findings clearly and concisely

Content

- An introduction to supplier audits
- Scheduling audits
- Audit planning and preparation
- Opening meetings
- Audit performance
 - Questioning techniques
 - Audit trails
 - Auditor qualities and behaviour
 - Potential problems and audit pitfalls
- Recording the audit
- Audit scores
- Nonconformance and corrective actions
- Closing meetings
- Audit reports
- The BRC Global Standard for Food Safety
- Identifying food safety hazards
 - Microbial
 - Physical
 - Chemical
 - Allergenic
- Preparation and performance of live audits
- Presentation and review of findings
- Close

Course Venue

This course is designed to be held in-company on a manufacturing site. It is highly participative and is structured to enable course members to put audit theory into practice.

FOOD QUALITY SERVICES

58 Westfield Road – Leicester LE3 6HS – Telephone: (0116) 2557030 – email: mail@foodquality.co.uk