

## The Systems 3 Group Training... Ensuring businesses meet their key commercial, risk and social objectives.

- ✓ *Want to learn the best practice techniques for successful audits?*
- ✓ *Want to learn from the expertise of 20 years field experience and over 300 audits?*
- ✓ *Get confident and make the transition into an Audit Role...?*

### Food Safety Management Systems Internal Auditor Training AFS02 (2-days)

#### Are you responsible for conducting internal audits of your management systems? Get Practical Knowledge & the Latest Information:

- Learn how to apply effective audit techniques to the auditees management system
- Learn water-tight techniques to verify conformance, effectiveness and efficiency of audited systems
- Understand the people attributes necessary to conduct effective and efficient audits
- Demystify ISO22000

#### Who should attend

- All staff involved in audits and reviews
- Food Safety Managers and Document Controllers
- Food Safety and HACCP teams
- Primary and Secondary Processors
- Restaurant Staff
- Food handlers
- Internal Auditors
- Those wanting recognised audit qualifications

#### You get to learn from real-life examples...

By using activities, participants will receive step-by-step training to ensure there is a uniform approach and method to conducting audits. Big picture—you get to develop a preventative culture in your organisation.

#### Also included in the course

- Your own copy of ISO 22000
- Morning, afternoon tea and lunch, every day
- **Course Manual: FSMS Internal Auditor Training**, S3G, 2007.

#### Day 1—Introduction to Systems and Audit Concepts

##### Introducing Systems

- What's behind successful Food Safety Management Systems
- Processes, people and documentation (HACCP, RMP's, GOP's and PRP's)
- ISO 22000 Overview —broken down into easy-to-understand language
- Regulations and other organisational considerations you need to know about

##### Introducing Auditing

- Understanding Audit terms and definitions
- Objective Evidence
- Information, Verification, Compliance and Effectiveness
- Risk and importance Auditor Certification Schemes

##### Initiating Audit Steps—introducing a step-by-step system to be used in all applications

- Audits—setting objectives, scope, criteria and feasibility
- Audit Programmes and schedules
- Audit Competencies and team selection
- Audit Team Direction and Management
- External Audits: Initial Contact—Pre-Audit Visit Document Review—Pre-Audit Documentation & Data
- Audit Plan: planning the itinerary, timetable: Notification
- Allocating tasks—understanding areas of responsibility
- Checklists —ensuring success, every time

#### HOW TO REGISTER

**Price:** \$825pp  
(inc GST)

**Phone:** Toll Free (from within Australia)  
1800 110 034

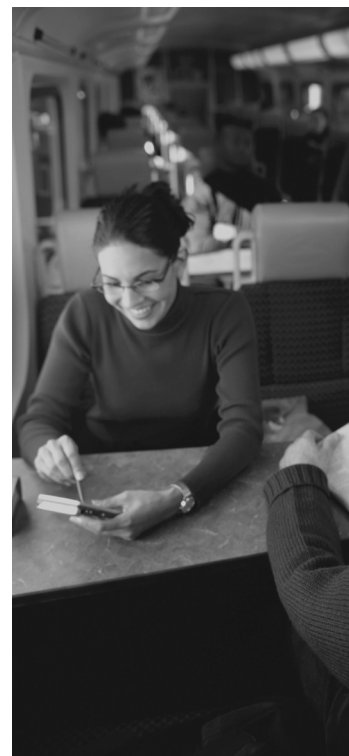
**Fax:** 61 7 3856 0099

#### ? Questions

info@s3g.com.au

#### Course Calender

www.s3g.com.au  
S3G offer public courses in Brisbane, Sydney, Melbourne, Adelaide Perth.



Over 10,000 students. Over 200 blue-chip clients *Internationally.*

### Interpretation & Application of ISO22000

- ISO 22000 Interpretation
- ISO 22000 Structure
- Typical objective evidence required for ISO22000

### Day 2—Conducting Audit Steps

- Who's in charge? Roles and Responsibilities.
- What is in an Opening meeting
- Managing the audit with techniques of clear communication
- How to collect and verify information
- How to evaluate results and construct conclusions and non-conformity reports
- Closing Meetings

### Post-Audit Steps

- Audit Reporting: Preparation, Authorisation / Distribution
- Audit Follow-up: Completing the Audit / Audit Follow-up

### Auditing Practices

- Modern approaches to auditing management systems
- Process auditing explained
- Human factors in the audit process

### Course Approvals



S3G is an RABQSA International approved training provider. This course provides a learning and assessment pathway to the following knowledge competency unit:

RABQSA-AU: Management systems auditing

There are however further requirements to register with RABQSA at food Safety auditor/lead auditor levels.

### Our trainers are not 'career' trainers.

Instead, our trainers are experts in the industry—called upon by internationally recognised clients, often at crisis time.

This means students of our courses benefit from real-life, in-field experience and knowledge, with much of the case studies used in training coming directly from the field.

**The bottom-line advantage to clients means students acquire practical knowledge at the front of their industry trends.**

**Group Discount** (all public courses, 1 booking) : 3+ people 5% off total (within the same organisation)  
5+ people 10% off total (within the same organisation)

### Enquire about our *In-house Courses*

#### Business Excellence:

- Strategic Planning (OE1)
- Process Analysis and Review (OE2)
- Customer Service (OE3)
- Continual Improvement (OE4)
- Human Resources (OE5)
- Marketing (OE6)
- Communication (OE7)
- Change Management (OE8)
- Project Management (OE9)
- Productivity and Efficiency (OE10)

#### Quality:

- Developing A Practical Quality Management System (MQ01)

#### Environmental, Health & Safety:

- Developing A Practical Environmental Management System (ME01)
- Environmental Awareness Training (ME02)

#### Health & Aged Care:

- Management System For Community Care (MA01)
- Continuous Improvement—The Next Stage (MA02)
- Understanding Continuous Improvement (MA03)
- Risk Assessment In Aged Care (MA04)
- Understanding The Accreditation Standards—Specifically For Care Staff (MA07)
- Understanding The Accreditation standards—Specifically For Support Staff (MA10)
- Survey Design (MA12)
- Australian Retirement Village Association Surveyor Training (AR04)

#### OR:

We can address your **specific, key business and training requirements**. Please contact us for a **tailor-made, in-house course** proposal.

We have trained over 10,000 students and represent over 200 blue-chip clients internationally.



“ Great course, well organised, presented well and gave me a lot of insight for my organisations next round of certifications. ” Brisbane, QLD