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Course Information

## **FOOD 2163 HACCP: Internal Auditing**

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<b>Duration:</b>	3 days
<b>Prerequisites:</b>	FOOD 1179 - HACCP: Prerequisite Programs (formerly FOOD 1178 - Prerequisite Programs for HACCP)
	FOOD 1189 - HACCP: Developing a HACCP Plan (formerly FOOD 1188 - Developing a HACCP Plan)
	or equivalent education (enrolment by permission)

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### ■ Course Description

Internal Auditing is an essential tool for HACCP Program verification and as such, a useful skill for all HACCP team members. Through role-play of a CCP operation scenario, participants prepare and practice using an Audit Checklist. Effective communication skills and questioning techniques are emphasized throughout the course. Writing of audit findings is addressed in detail and non-conformities are discussed in a risk-based context. Participants explore using audit strategies with targeted HACCP Program verification objectives. **Course content is based on ISO 9001 Internal Audit Principles**, and is applicable internationally to both seafood and agri-food sectors. BCIT issues a statement of completion to participants who achieve the pass grade of 70%.

### ■ Course Learning Outcomes/Competencies

- Define the function of internal audits in HACCP Programs.
- Describe and justify each of the three Stages and eight Steps of auditing.
- Demonstrate the attributes and communication skills of an effective auditor; recognize the importance of Emotional Intelligence in auditing.
- Prepare and use an Audit Checklist to collect audit evidence.
- Apply different questioning techniques during audit interviews.
- Document audit findings using three-part Non-Conformity Statements.
- Write Corrective Action Requests (CARs) and an Audit Report.
- Develop an Internal Auditing SOP to guide the auditing process in a HACCP Program context.
- Assign non-conformance risk-ratings & scores to prioritize CARs & quantify audit conclusions.
- Apply audit strategies to achieve targeted HACCP Program verification objective & prepare for an external audit.

### ■ Evaluation

Exam I	50%
Exam II	50%
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Total	100%

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## ■ Learning Resources (Required)

- **Course manual** which is supplied by instructor (no cost)
- **Retort Operation Pre-Reading Package** which is supplied by Program Assistant via email prior to course start (no cost). It is highly recommended that participants *read the package prior to attending course*. Printing is not necessary; package will be included in the course manual for use during class.

## ■ Information for Participants

Workshops are conducted in accordance with the BCIT Policy 5101 and Policy 5104. To review the full policy, including information about attendance/illness, academic misconduct, and course attempts, please refer to: [www.bcit.ca/files/pdf/policies/5101.pdf](http://www.bcit.ca/files/pdf/policies/5101.pdf); [www.bcit.ca/files/pdf/policies/5104.pdf](http://www.bcit.ca/files/pdf/policies/5104.pdf).

## ■ Course Schedule & Instructors (Example)

### Day 1

08:00 – 09:00	Introduction: Role of Internal Auditing in HACCP Programs	Rebecca Robertson
<i>Break</i>		
09:15 – 11:15	Audit Skills & Questioning Techniques	Laura Penner
<i>Lunch</i>		
12:15 – 14:00	<b>Pre-Audit:</b> Planning & Preparing <b>Audit:</b> Opening Meeting & Collecting Evidence	Laura Penner
<i>Break</i>		
14:15 – 16:00	<i>Case Study:</i> Introduction & Audit Checklist Development	Laura Penner

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## ■ Course Schedule & Instructors (Example) cont'd

### Day 2

08:00 – 09:00	<b>Exam I</b> - <i>Includes lessons from Day 1</i>	Crystal Cinq-Mars
<i>Break</i>		
09:15 – 10:15	<b>Audit:</b> Determining Compliance Writing Non-Conformity Statements	Crystal Cinq-Mars
<i>To Pilot Plant</i>		
10:30 – 12:00	<i>Case Study:</i> Audit Interview Simulation Non-Conformity Statement Exercises	Kim Cummings Crystal Cinq-Mars
<i>Lunch</i>		
13:00 – 14:45	<b>Audit:</b> Closing Meeting <i>Case Study:</i> Audit Interview Debrief <b>Post-Audit:</b> Audit Reports <i>Case Study:</i> Audit Report Exercise	Rebecca Robertson
<i>Break</i>		
15:00 – 16:00	<b>Post-Audit:</b> Corrective Actions & Follow-Up Audits <i>Case Study:</i> Writing an Internal Auditing SOP	Rebecca Robertson

### Day 3

08:00 – 09:30	Considering Risk in the Auditing Process <i>Case Study:</i> Using Audit Checklist Rankings	Rebecca Robertson
<i>Break</i>		
09:45 – 11:45	Applying Audit Strategies <i>Case Study:</i> Choosing an Audit Strategy	Rebecca Robertson
<i>Lunch</i>		
12:45 – 14:00	Preparing for External Audits Closing Discussion	Rebecca Robertson
<i>Break</i>		
14:30 – 16:00	<b>Exam II</b> - <i>Includes lessons from Days 2 &amp; 3</i>	Crystal Cinq-Mars