



IN ASSOCIATION WITH



INTERNAL AUDITOR TRAINING 12th OCTOBER 2010



TO BE HELD AT THE SOFHT TRAINING ROOM
(THE GRANARY)

Overview:

This course has been designed and is presented by an experienced (ex M&S) auditor and former winner of the SOFHT Auditor of the Year award.

After a successful launch in early 2009, the course is now being offered for the first time in association with SOFHT.

The training programme addresses the need for effective internal auditing skills and takes into account specific retailer and third party certification body standards. Those attending the course will return to their company with a clear insight into the auditing process and the skills to contribute effectively to the internal auditing programme.

Registration will be between 9.00 and 9.30

Training will commence promptly at 9.30 am.

The course will end at 4.30 pm.

The course programme will include the following elements which will be presented in an interactive manner with break out sessions and assessments:

- Audits in the context of the law, BRC and customer requirements.
- Skills required for effective audits.
- Planning and preparation for audits
- Establishing the audit scope.
- Techniques for conducting audits to obtain reliable and objective information.
- Procedures, work instructions and records – how to audit them and establish if they are effective.
- Risk assessing the audit findings and prioritising corrective actions.
- Effective audit report writing including the communication of positive and negative findings.
- Verifying corrective actions

Breaks and Refreshments:

The cost of the course includes all refreshments which will be served during the day and at a planned lunch break.

Training Certificates:

A training certificate will be issued to each delegate subject to their successful completion of the course.

Costs and Booking details:

The cost for this comprehensive day of training is just **£190 plus VAT (£145 for SOFHT members*)**.

Please complete the booking form and return to us as soon as possible. If you have any questions call Gary Pepler on 07770 834 857. For e mail enquiries:

gary.pepler@foodintegrity-consulting.com

(*SOFHT members must confirm their personal or company membership number at the time of booking in order to take advantage of the discounted rate).

www.foodintegrity-consulting.com

Quality Support for Success

