

# TRAINING COURSE BROCHURE

## TRAINING COURSE TITLE:

***“FSSC 22000 SCHEME VERSION 5.1. INTERNAL AUDITORS”***



*Approved Training Course by the FSSC 22000 Foundation*

**COURSE DURATION:** 16 Hours

**LANGUAGE:** English

**TRAINER:** XXX

## TRAINING COURSE DESCRIPTION:

FSSC 22000 is a Food Safety System Certification Scheme in accordance with the requirements of ISO 22000:2018 standard, the prerequisite programs as defined in the relevant technical standards of the ISO/TS 22002 series, and the additional requirements of the FSSC 22000 Scheme Version 5.1.

The purpose of the FSSC 22000 Scheme is to ensure that it consistently meets international requirements leading to certification that in turn ensure the provision of safe food products to consumers worldwide. The objectives of the FSSC 22000 Scheme include the control and reduction of any security risk related to finished food products delivered to the next stage of the food chain and the creation and maintenance of an accurate and reliable Register of Certified Organizations that have proven to comply with its requirements.

One of the basic principles of the FSSC 22000 Scheme Version 5.1, as all management systems, is the performance of Internal Audits that is mandatory for ensuring the continuous improvement and upgrade of organizations' Food Safety Management System (FSMS).

TÜV CYPRUS, as part of its commitment in providing high quality training services to its partners, organizes this two-day Internal Auditors training course that introduces the principles of internal audits process, with respect to FSSC 22000 Scheme Version 5.1 requirements, that include the programming, planning and conducting internal audits, reporting audit findings, and following-up corrections / corrective actions, in accordance with the guidelines for auditing management systems outlined in the ISO 19011:2018 Standard.

## PURPOSE:

The purpose of this training course is to provide thorough and in-depth training of



# TRAINING COURSE BROCHURE

participants in the principles, requirements, techniques and practical application of internal audits of FSMS in line with the requirements of the FSSC 22000 Scheme Version 5.1 and in accordance with the guidelines of ISO 19011:2018 standard. Participants are trained in the general auditing guidelines and techniques, and the internal audit process, which includes the programming, planning and conducting internal audits, reporting audit findings, and following-up corrections / corrective actions.

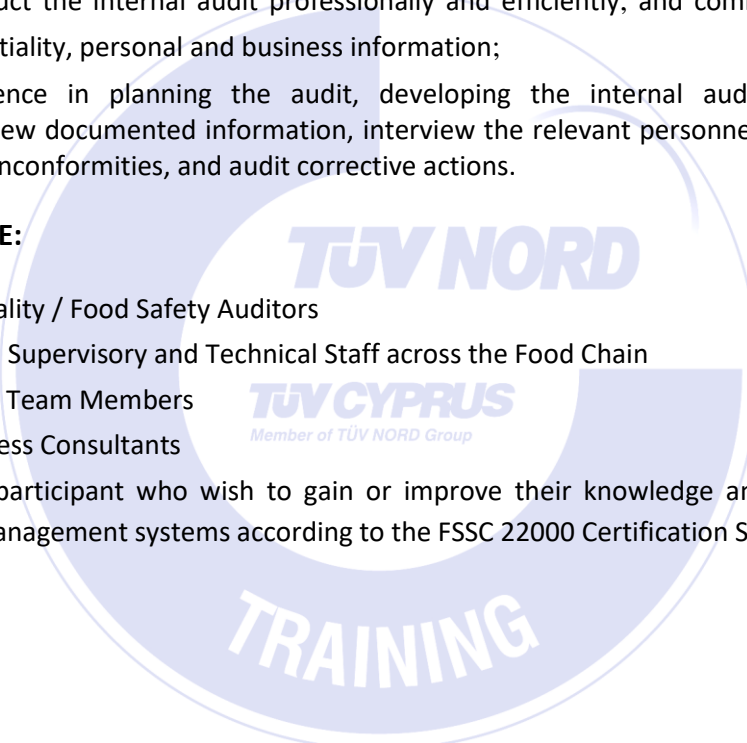
## OBJECTIVES:

With the completion of the training course participants will:

1. Be able to interpret and apply the requirements of a FSMS based on FSSC 22000 Scheme Version 5.1, as applicable to their organisation's operational framework, and the objectives, purpose and scope of the internal audit;
2. Know the characteristics of an internal auditor, his/her role and responsibilities;
3. Gain knowledge and understanding about the basic principles, procedures and techniques of internal audits, based on ISO 19011;
4. Be able to conduct the internal audit professionally and efficiently, and communicate effectively, respecting confidentiality, personal and business information;
5. Acquire experience in planning the audit, developing the internal audit plan and relevant questionnaires, review documented information, interview the relevant personnel, collect and evaluate evidence, report nonconformities, and audit corrective actions.

## TARGET AUDIENCE:

- Internal Quality / Food Safety Auditors
- Managerial, Supervisory and Technical Staff across the Food Chain
- Food Safety Team Members
- FSMS Business Consultants
- Any other participant who wish to gain or improve their knowledge and skills upon internal audits of management systems according to the FSSC 22000 Certification Scheme.



# TRAINING COURSE BROCHURE

## TRAINING CONTENT (ANALYTICAL PROGRAM):

FSSC 22000 SCHEME VERSION 5.1 INTERNAL AUDITORS COURSE			
DAY 1			
No.	Time	Duration (hours)	Content
1	09:00-09:30	0,5	Introduction (Icebreaker) Presentation of tutor and delegates
2	09:30-11:00	1,5	<b>i. FSSC 22000 Scheme</b> <b>a) FSSC 22000 General Introduction</b> Purpose, Vision, Mission, Components (FSSC 22000 Version 5.1. Requirements, ISO 22000:2018 and Sector specific PRPs), History <b>b) FSSC 22000 Scheme Requirements</b> FSSC 22000 Version 5.1. additional requirements for system documentation: Management of Services and Purchased Materials, Product Labelling, Food Defense, Food Fraud, Logo Use, Management of Allergens, Environmental Monitoring, Formulation of Products, Transport and Delivery, Storage and Warehousing, Hazard Control and Measures for Preventing Cross-Contamination, PRP Verification, Product Development, Health Status, Requirements for Organizations with Multi-Site Certification.
3	11:00-11:15	15 minutes	Coffee Break
4	11:15-12:15	1	<b>i. FSSC 22000 Scheme</b> <b>b) FSSC 22000 Scheme Requirements</b> FSSC 22000 Version 5.1. additional requirements for system documentation: Management of Services and Purchased Materials, Product Labelling, Food Defense, Food Fraud, Logo Use, Management of Allergens, Environmental Monitoring, Formulation of Products, Transport and Delivery, Storage and Warehousing, Hazard Control and Measures for Preventing Cross-Contamination, PRP Verification, Product Development, Health Status, Requirements for Organizations with Multi-Site Certification. Examples and activities.
5	12:15-13:15	1	<b>i. FSSC 22000 Scheme</b> <b>c) ISO 22000:2018 Requirements</b> 4. Context of the organization (4.1. Understanding the Organization and its Context, 4.2. Understanding the Needs and Expectations of Interested Parties, 4.3. Determining the Scope of FSMS, 4.4. FSMS), 5. Leadership (5.1. Leadership and Commitment, 5.2. Policy), 6. Planning (6.1. Actions to Address Risks and Opportunities, 6.2. Objectives of the FSMS and Planning to Achieve Them, 6.3. Planning of Changes) Examples and activities.
6	13:15-14:00	45 minutes	Lunch Break
7	14:00-14:30	0,5	<b>i. FSSC 22000 Scheme</b> <b>c) ISO 22000:2018 Requirements</b>

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# TRAINING COURSE BROCHURE

			7. Support (7.1 Resources, 7.2 Competence, 7.3 Awareness, 7.4 Communication, 7.5 Documented Information) Examples and activities.
<b>8</b>	14:30-16:00	1,5	<b>i. FSSC 22000 Scheme</b> <b>c) ISO 22000:2018 Requirements</b> <b>d) Hazaed Control</b> 8. Operation (8.1 Operational Planning and Control, 8.2 Pre-Requisite programs, 8.3 Traceability system, 8.4 Emergency preparedness and response, <b>8.5 Hazard Control</b> , 8.6 Updating the information specifying the PRP and Hazard control plan, 8.7 Control of monitoring and measuring, 8.8 Verification related to PRP and the hazard control plan, 8.9 Control of product and process nonconformities) Examples and activities.
<b>9</b>	16:00-16:15	15 minutes	Coffee Break
<b>10</b>	16:15-17:15	1	<b>i. FSSC 22000 Scheme</b> <b>c) ISO 22000:2018 Requirements</b> 9. Performance Evaluation (9.1 Monitoring, measuring, analysis and evaluation, 9.2 Internal Audits, 9.3 Management Review), 10. Improvement (10.1 Non conformity and corrective action, 10.2 Continual Improvement, 10.3 Update of the FSMS) Examples and activities.
<b>11</b>	17:15-18:15	1	<b>i. FSSC 22000 Scheme</b> <b>e) Pre-Requisite Programmes (PRPs) - ISO/TS 22002-1 Requirements</b> 4. Construction and layout of buildings, 5. Layout of premises and workspace, 6. Utilities - air, water, energy, 7. Waste disposal, 8. Equipment suitability, cleaning and maintenance, 9. Management of purchased materials, 10. Measures for prevention of cross contamination, 11. Cleaning and sanitizing, 12. Pest control, 13. Personnel hygiene and employee facilities, 14. Rework, 15. Product recall procedures, 16. Warehousing, 17. Product information and consumer awareness, 18. Food defense, biovigilance and bioterrorism. Examples and activities.
<b>Total Duration:</b>		<b>8 hours</b>	<i>Member of TÜV NORD Group</i>

## FSSC 22000 SCHEME VERSION 5.1 INTERNAL AUDITORS DAY 2

No.	Time	Duration (hours)	Content
<b>1</b>	09:00-09:30	0,5	Review of Day 1
<b>2</b>	09:30-11:00	1,5	<b>ii. Internal Auditors Requirements</b> (based on ISO 19011): Attributes, Roles and Responsibilities, Competencies (Skills, Knowledge, behaviour) Examples and activities.
<b>3</b>	11:00-11:15	15 minutes	Coffee Break
<b>4</b>	11:15-13:15	2	<b>iii. Internal Audit Process:</b> a) Overview of ISO 19011 standard b) Basic Auditing Principles Based on ISO 19011

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			c) Audit Terms & Definitions
<b>5</b>	13:15-14:00	45 minutes	Lunch Break
<b>6</b>	14:00-14:30	2	<b>iii. Internal Audit Process</b> d) Internal Audit Programme Management e) Planning the Internal Audit f) Conducting the Internal Audit Examples and activities.
<b>7</b>	16:00-16:15	15 minutes	Coffee Break
<b>8</b>	16:15-18:15	2	<b>iii. Internal Audit Process</b> g) Reporting Audit Findings (including Nonconformities) h) Audit Follow-Up / Corrective Actions Review Examples and activities.
<b>Total Duration:</b>		<b>8 hours</b>	

