FSSC 22000 V5/ ISO 22000:2018
FOOD SAFETY MANAGEMENT SYSTEM
(FSMS) LEAD AUDITOR TRAINING COURSE

COURSE CRITERIA
UPON COMPLETION OF THIS COURSE, LEARNERS WILL BE ABLE TO:

- Describe the purpose of a FSMS, FSMS standards, management system audit and third-party certification;

- Explain the role of an auditor to plan, conduct, report and follow up a FSMS audit in accordance with ISO 19011 (and ISO 22003 including ISO 17021 as applicable);

- Plan, conduct, report and follow up an audit of FSMS to establish conformity (or otherwise) with ISO 22000 / FSSC 22000 or acceptable equivalent and in accordance with ISO 19011 (and ISO 22003 including ISO 17021 as applicable).

Learners will need to demonstrate acceptable performance in these areas to complete the course successfully.

Approved by:

FSSC 22000

Certified by:

CQI | IRCA
CERTIFIED COURSE

PRIOR KNOWLEDGE

Before starting this course, learners are expected to have the following prior knowledge:

- Knowledge of the following food safety management principles and concepts:

- Plan-Do-Check-Act (PDCA) cycle;

- the core elements of a management system and the interrelationship between top management responsibility, policy, objectives, planning, implementation, measurement, review and continual improvement;

- Food safety management:

- knowledge of the principles of food safety management including prerequisite programmes as specified in ISO 22000:2018 / TS 22002 (all parts) and HACCP;

- the relationship between food safety management and the provision of food safe products to prevent or minimise adverse effects on human health and the proactive improvement of food safety performance;

- awareness of common examples of relevant national and local FSMS legislation and requirements.

SGS ACADEMY

🌐 www.sgs.com/en/training-services
f www.facebook.com/sgsglobalacademy
in www.linkedin.com/showcase/sgsacademy
✉ train.global@sgs.com

COURSE DURATION: 5 days
DELIVERY METHODOLOGY: Face to Face
COURSE LANGUAGE: English
ACCREDITATION: FSSC 22000 & CQI/IRCA

COURSE DESCRIPTION

This course is approved by FSSC 22000 and certificated by the Chartered Quality Institute (CQI) and International Register of Certificated Auditors (IRCA). CQI / IRCA Course Certification Number 2207-PT 368.

The objective of this course is to provide learners with the knowledge and skills required to perform first, second and third-party audits of FSMS against FSSC 22000 v5, in accordance with ISO 19011, ISO / TS 22003 and ISO / IEC 17021, as applicable.

SGS

- Knowledge of the requirements of FSSC 22000 v5 or acceptable equivalent, and the commonly used food safety management terms and definitions, as given in ISO 22000:2018, which may be gained by completing a CQI / IRCA certified ISO 22000:2018 (FSMS) training course or equivalent.

COURSE CONTENT
SESSION 1: INTRODUCTION TO FSMS (FSSC / ISO 22000) SERIES OF STANDARDS

- History of FSSC 22000 & ISO 22000
- FSSC 22000 and FSMS family of standards
- FSSC 22000 requirements i.e. ISO 22000 & ISO / TS 22002-1 and the Additional Requirements V5
- Relationship between FSSC 22000 / ISO 22000:2018 and ISO 15161:2001
- The purpose and benefits of a FSMS
- Aims of a FSMS
- FSMS concepts
- Compatibility with other management system standards
- Auditing standards
- General food microbiology and hygienic food practices
- The principles of HACCP
- The process approach
- Continual improvement based on the PDCA cycle

SESSION 2: PROCESS-BASED FSMS

- Application of PDCA cycle
- Context of the organisation
- Leadership
- Policy and objectives
- Planning
- Documentation
- Control of documented information
- Competence and awareness
- Performance evaluation
- Nonconformity and corrective action
- Continual improvement and updating
- Auditing for continual improvement and the role of an auditor

SESSION 3: REGISTRATION, CERTIFICATION AND AUDITOR COMPETENCE

- Certification and registration of organisations
- Certification of auditors
- Competence of auditors
- Personal characteristics of auditors
- Registration, certification and auditor competence

SESSION 4: AUDITS: DEFINITION, PRINCIPLES AND TYPES

- Audit definition
- Principles of auditing
- Types of audit

SESSION 5: THE AUDIT PROCESS

- Certification process
- Planning the audit
- Audit roles and responsibilities
- Good practice at meetings

SESSION 6: PREPARING FOR THE ON-SITE AUDIT (AUDIT STAGE 1)

- Initial contact with the auditee
- Stage 1 audit
- Document review
- The audit plan
- Work documents

SESSION 7: DEVELOPING THE CHECKLIST

- The audit checklist
- Process review
- The "Turtle Diagram"

SESSION 8: CONDUCTING THE ON-SITE AUDIT (AUDIT STAGE 2)

- Collecting and verifying information
- Opening meeting
- Roles and responsibilities of guides
- Conducting the audit
- Questioning techniques
- Controlling the audit
- Communication with the audit client and auditee

SESSION 9: AUDIT REVIEW

- Audit review meeting
- Audit findings
- Finding statements
- CARs
- Classification of CARs
- Opportunities for improvement

SESSION 10: REPORT AND FOLLOW-UP; ADDRESSING CORRECTIVE ACTIONS

- Presenting the findings
- Reporting on the audit
- Audit completion
- Corrective action
- Management review
- Follow-up and close out

COURSE CERTIFICATION

Learners who pass both the examination and continuous assessment will be issued with a "Certificate of Achievement" that satisfies the formal training for an individual seeking certification as a CQI / IRCA auditor / lead auditor. The "Certificate of Achievement" is valid for a period of five years from the date of the last day of the course for the purpose of certifying as an auditor with the CQI / IRCA.

Learners who do not pass the continuous assessment and have been in attendance for the full duration of the course will be issued with a "Certificate of Attendance".

Learners who fail the written examination and pass the continuous assessment will receive a "Certificate of Attendance" and will be allowed to re-sit the examination within 12 months of the end date of the original course.

WHEN YOU NEED TO BE SURE

SGS