

Agenda

Day 1

- 8.00 a.m. Welcome, Introductions and Objectives
- Exercise - Getting Acquainted
- Module 1: Identify the requirements of a SQF Internal Audit**
- Exercise
- Module 2: SQF System Element Requirements Overview**
- Exercise
- Module3: Food Safety Requirements Overview**
- Exercise
- 12.00 noon Lunch
- 12.45 p.m. **Module 4: Audit Frequency and Risk Assessment**
- Exercise
- Module 5: Internal Audit Planning and Preparation**
- Exercise
- Module 6: Select and Train your Audit Team**
- Exercise
- 5.00 p.m. Review and close

Day 2

8.00 a.m. Review of Day 1 and Questions

Module 7: Describe Internal Audit Tools and Techniques

Exercise

Module 8: Understand Nonconformity and Audit Report Writing

Exercise

12 .00 noon Lunch

12.45 p.m. **Module 9: Corrective Action and Root Cause Analysis (2.5.3)**

Exercise

Module 10: Provide results of the audit to improve your SQF System

Exercise

Module 11: Summary and Review

Exam

5.00 p.m. Close of class

Note: 10 minute breaks will be given morning and afternoon on both days