VERNER WHEELOCK

FDQ

FDQ Lead Auditor Certificate

Course Summary

Certificated by FDQ, this course is specifically designed for the food and packaging industry and will provide delegates working towards audits against BRCGS or the ISO series of standards with an understanding of the skills necessary to audit a complete management system internally and externally.

Duration

4 days

Course Structure & Content

- Background on ISO standards
- BRCGS series of standards
- Conducting audits
- Planning and preparation
- Audit Interview techniques
- Auditing techniques
- Managing meetings
- Presentation of findings
- Effective corrective actions
- Report writing

The emphasis is on a practical approach and delegates are involved in group exercises, internal group work and audit scenarios. The course is primarily tailored for candidates from the food industry, although delegates from other industries will still fi nd the course content useful and informative.

The course also includes:

- An updated introduction to standards
- A practical session on audit preparation
- Practical tips for managing meetings
- Interviewing techniques exercises and internal group work
- Dealing with difficulties and awkward people
- "Real" practical audit sessions in groups
- Audit reporting practice

Course Delivery / Format

Classroom:

Delivered face-to-face at our training centre in Skipton, North Yorkshire UK.

Remote:

Delivered live and online so you'll require a computer and Internet connection

Full details and login information will be provided before the start of the course

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Who Should Attend?

Those in the food manufacturing, packaging and catering industries who have already completed Auditing Skills training and have auditing experience.

Entry Requirements

Participants should have a good working knowledge of management systems and will ideally have completed the 2-day Auditing Skills course or have auditing experience.

Learning Outcomes

You will be able to demonstrate auditing and interview techniques and understand how to manage and lead meetings. You will possess the knowledge to be able to evaluate and present audit findings and to write and present audit reports correctly. Finally, you will understand how to implement effective corrective actions.

Qualification / Assessment

There is a 2 ½ hour examination on the final day. Successful candidates will achieve the FDQ Lead Auditor Certificate

Course Fee

£1,770 + VAT (includes accommodation)* or £1,470 +VAT (No accommodation or Remote)

All course fees are payable in advance

Your course fee includes:

- ◆ Course binder and notes
- ◆ Lunch and refreshments**
- ◆ FDQ exam fee and certificate

* 3 nights' bed and breakfast accommodation plus evening meals

** Classroom courses only

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