

Appendix 2: FDQ Lead Auditor Certificate learning outcomes

Learner outcomes	Assessment Criteria
The learner will:	The learner can:
<p>1. Understand the different standards and audits relevant to the food industry</p>	<p>1.1 Describe the ISO series of Standards</p> <p>1.2 Describe the BRC series of Standards within the Food Industry</p> <p>1.3 Outline the background and importance of the BRC audits</p> <p>1.4 State the reasons for auditing against the ISO and BRC series of standards within the food industry</p> <p>1.5 State the definitions of quality management and food safety management</p> <p>1.6 Describe the advantages and disadvantages of standards</p> <p>1.7 Describe the 'Plan-Do-Check-Act' cycle for continual improvement</p> <p>1.8 Outline the requirement for audits from the standards</p> <p>1.9 Explain the role of UKAS</p>
<p>2. Understand and demonstrate how to plan and prepare to lead an audit</p>	<p>2.1 Explain and demonstrate how to prepare and plan for an audit and set objectives for audits on or off-site</p> <p>2.2 Describe the audit process and demonstrate how to conduct an audit</p> <p>2.3 Describe how to prepare an audit checklist based on a process model</p> <p>2.4 Define the components of a quality system and the importance of quality audits</p> <p>2.5 Describe the different types and depths of audit</p> <p>2.6 Describe how to plan internal and supplier audit schedules based on risk</p> <p>2.7 Outline how to adapt techniques to audit health and safety, environmental and other topics</p>

<p>3. Ability to demonstrate auditing and interview techniques</p>	<p>3.1 Demonstrate the techniques used to collect evidence during an audit.</p> <p>3.2 State the responsibilities and qualities of an auditor</p> <p>3.3 Explain and demonstrate different interview and questioning techniques, and the importance of listening</p> <p>3.4 Describe and demonstrate how to use observational skills</p> <p>3.5 Describe how to use checklists to record findings</p> <p>3.6 Outline the methods of how to collect objective evidence</p>
<p>4. Understand how to manage and lead meetings</p>	<p>4.1 Outline the importance and purpose of audit meetings</p> <p>4.2 Explain and demonstrate how to chair the opening and closing meeting</p> <p>4.3 Explain and demonstrate how to lead an audit team meeting</p>
<p>5. Understand how to evaluate and present findings</p>	<p>5.1 Describe and demonstrate how to present and discuss audit findings at a closing meeting</p> <p>5.2 Outline how to categorise audit findings based on likelihood and severity, and how to identify trends</p>
<p>6. Ability to write audit reports and present them correctly</p>	<p>6.1 Demonstrate how to write and present an audit report</p> <p>6.2 Demonstrate how to present a corrective action plan</p>
<p>7. Understand how to implement effective corrective actions</p>	<p>7.1 Explain how to manage and close out corrective actions and follow up.</p>
<p>Additional information about the unit</p>	
<p>Unit purpose and aim(s)</p>	<p>This unit supports workforce and/or vocational development for those who need to lead an audit and manage an audit team in a food business or in a learning environment.</p> <p>The unit is designed for use primarily by supervisors, managers and auditors with some</p>

	<p>practical experience of working in Quality Assurance, Food Safety or HACCP teams, Health & Safety, Environmental Management or Ethical and Social Auditing in the Food Industry or any related industry, and others who carry out these workplace activities.</p> <p>It is also designed for those who are employed within the food and drink industry or employees who wish to expand on their existing knowledge and understanding.</p>
<p>Assessment requirements</p>	<p>This unit is designed to assess the underpinning knowledge and understanding of learners in the workplace context, for understanding the principles of carrying out an audit.</p> <p>The learner must demonstrate their skills, knowledge and understanding, to meet all assessment criteria.</p> <p>The course includes a practical element of role play with all learners being expected to participate in a 'live audit' involving planning and conducting an audit, completing interviews and recording and presenting findings, chairing meetings and report writing.</p>