



FDQ Supplier Auditing Certificate

Learner outcomes	Assessment Criteria
The learner will:	The learner can:
<p>1. Understand the importance of auditing suppliers</p>	<p>1.1 Outline the reasons and importance of carrying out supplier audits 1.2 Describe the methods of approving suppliers 1.3 State the responsibilities and qualities of a supplier auditor.</p>
<p>2. Understand the development and application of supplier auditing</p>	<p>2.1 State the main standards and certification used in the supplier auditing and approval process 2.2 Describe the different types and depths of audit 2.3 Summarise the importance of being able to audit traceability.</p>
<p>3. Understand the process of how to carry out a supplier audit</p>	<p>3.1 Explain how to prepare and plan for a supplier audit 3.2 Outline how to set audit objectives 3.3 Describe how to conduct a supplier audit 3.4 Outline the importance and purpose of audit meetings.</p>
<p>4. Understand how to collect and evaluate objective evidence in supplier audits</p>	<p>4.1 Explain the techniques used to collect evidence and their importance during a supplier audit including</p> <ul style="list-style-type: none"> • interviewing • questioning • listening <p>4.2 Describe how to use checklists to record evidence 4.3 Explain how to evaluate evidence to ensure audit findings can be</p> <ul style="list-style-type: none"> • consistent • safe • fair.
<p>5. Understand how to present and report supplier audit findings and corrective actions</p>	<p>5.1 Describe how to present and discuss audit findings at a closing meeting 5.2 Outline how to categorise audit findings based on likelihood and severity, and how to identify trends 5.3 Summarise how to write and present an audit report 5.4 Explain how to manage and close out corrective actions and follow up.</p>

Additional information about the unit

Unit purpose and aim(s)

This unit supports workforce and/or vocational development for those who need to understand the principles of a supplier auditing and approval process in a food business or in a learning environment.

The unit is designed for use primarily by those working in Supplier Auditing or Approval, Food Safety or HACCP teams or Technical roles in the Food Industry and others who carry out these workplace activities.

It is also designed for those who plan to enter the food and drink industry or employees who wish to expand on their existing knowledge and understanding.

Assessment requirements

This unit is designed to assess the underpinning knowledge and understanding of learners in the workplace context, for understanding the principles of carrying out a supplier audit.

The learner must demonstrate their knowledge and understanding, to meet all assessment criteria.