

Auditing Refresher Learning Outcomes



Learner outcomes	Assessment criteria
The learner will:	The learner can:
1. Understand recent updates to standards and audits relevant to the food industry	1.1 Describe the latest version of relevant ISO standards 1.2 Describe the role of the Annex SL template 1.3 Describe the latest version of the BRC series of standards 1.4 Describe the role of auditors and auditees in certification audits 1.5 Describe how standards are used to give guidance in designing and structuring a site management system
2. Understand the importance of audit planning to maximise the benefits to their company	2.1 Plan internal and supplier audits based on risk 2.2 Describe different types of audit
3. Understand the importance of audit preparation	3.1 Describe pre-audit arrangements with the auditee 3.2 Prepare a suitable checklist to guide them through the audit 3.3 Personalise and use a pre-prepared checklist
4. Understand how to conduct an effective audit	4.1 Describe and demonstrate auditors techniques 4.2 Demonstrate the requirement for recording vital information 4.3 Describe and demonstrate what to do with audit findings 4.4 Describe how to manage meetings with auditees 4.5 Describe the difference between corrective action and action to prevent recurrence of the issue, using root cause analysis 4.6 Describe the difference between subjective and objective evidence
5. Understand how to write a structured audit report	5.1 Describe the key components of an audit report 5.2 Describe how an audit report should be structured
6. Understand the importance and techniques of audit follow up	6.1 Describe how and when to follow up different types of audit findings 6.2 Describe and demonstrate how to close out non-conformances 6.3 Describe how to deal with findings where close out is not possible