

## Lead Auditor Certificate

### Course Summary

A 4-day course certificated by FDQ.

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

### Entry Requirements

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

### Course Structure & Content:

- Background on ISO standards
- BRC 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 will be involved in group exercises, role play and audit scenarios. The course is primarily tailored for candidates from the food industry, although delegates from other industries will still find the course content useful and informative.

### Features of the course include:

- Updated introduction to standards
- Audit preparation practical session
- Managing meetings – practical tips
- Interviewing techniques exercises and role plays
- Dealing with difficulties and awkward people
- "Real" practical audit sessions in groups
- Audit reporting practice

### Assessment

There will be a 2½ hour examination on the final day. Successful candidates will achieve the FDQ Lead Auditor Certificate.

### Course Fee

£1,595 + VAT (includes accommodation – Bed, breakfast and evening meal)

### Your course fee includes:

- Course binder and notes
- Accommodation and meals (Skipton only)
- Examination and FDQ certificate

LA 2018 v1