

Identifying conformance and non-conformance

Training Specification

Course structure

The content of the training course is structured so that your learning develops using a simple step-by-step process.

Introduction

What identifying conformance and non-conformance is and their definitions.

The standards

The requirements for effective recording and reporting of conformance and non-conformance.

The requirements

What you have to do for compliance and the essential elements that need to be included.

Interpreting the requirements

What action process is used for compliance to the standards.

Understanding how

How to detail conformance and non-conformance, carry out consequence assessment and document the results.

Summary

Key points to remember for using the 5-step process of identifying conformance and non-conformance.

Technical information

Created & certified by Techni-K

Version control: Version 1.0

Date of release: Mar 2022

Course run time: 45 minutes*

CPD equivalent learning hours: 1

Stop/start function: Yes

Level: Management

Compliance: BRCGS - Food Issue 8, Storage & Distribution Issue 4, Agents & Brokers Issue 3, FSSC 22000 V5.1, IFS Food V7 & SQF Food Manufacturing Edition 9

Language: English

Other languages available: No

Suitable for hearing impaired: Yes

Suitable for the visually impaired: No

Format: Cloud-based eLearning

Internet connection required: Yes

Supported browsers: Google Chrome & Mozilla Firefox (latest version)

Exam type: Open book

Test format: 25 multiple choice questions

Assessment grading: Pass or fail

Timed test: No

Pass rate: 70%

Immediate free retraining: Yes

Instant certificate: Yes, online PDF

Training dashboard: Yes, online

Help function: Yes

Chat function: Yes

FAQ: Yes

Glossary: Yes, online

Course materials: PDF lesson guide

*Estimated - run time will depend on each learner. The time stated is as per the course testing by us here at Techni-K.

Assessment

Throughout the course, formative assessment is used to check learning and at the end of the course, summative assessment is used to test that learning outcomes have been met, using multiple choice questions.

Course content

Introduction

The course introduction defines what a conformance and non-conformance is, it outlines what standards you'd be typically working to, what monitoring activities identify conformance and non-conformance and what staff need to be involved.

Learning outcomes: How conformance and non-conformance are defined, what standards are, what monitoring activity is, what staff need to know when monitoring, what must be assessed during monitoring activities to determine conformance and non-conformance.

The standards

This covers the specific clauses and sections of the requirements for identifying conformance and non-conformance and where they can be found across seven different food-related standards.

Learning outcomes: The key aspect of identifying conformance and non-conformance.

Requirements

This provides an overview of what you need to do, in line with the requirements for compliance. It includes: When non-conformance must be identified, the documented detail, consequence assessment for action, internal auditing documentation, GMP inspection and monitoring activity coverage and communication.

Learning outcomes: What details are needed to document conformance and non-conformance, what must be completed for each non-conformance identified, what internal audit reports must document, why non-conformances are communicated to accountable staff, what must be sent when communicating non-conformance.

Interpretation

In order to interpret the requirements, this section explains what the requirements expect you to do. It includes a specific 5-step process to identify conformance and non-conformance: Identifying, detailing, assessing consequence, documentation and communication.

Learning outcomes: What are objective and subjective results, why results are clear when objectively monitored, what is required when results are based on opinion, how subjective results are reviewed, what must be considered when assessing consequence and what it determines, why documentation is needed, what the purpose of communicating results is, what type of results are communicated.

Understanding how

This section provides the level of detail needed for you to learn how to detail the conformance and non-conformance, carry out the consequence assessment and document the results. It provides the specific rules you should follow. Included in this section is a decision tree and examples of assessing consequence using this to determine the grading that should be applied.

Learning outcomes: What basic information is recorded for conformance and non-conformance, what is recorded when assessing record forms, when monitoring to a set standard - what is assessed, why certain types of results require specific information, how to determine consequence, who is notified when results of consequence assessment are determined.

Summary

In the last section, you'll be given an overview of the key points to remember from the course.

Learning outcomes: No learning outcomes have been set for this section as it reviews previous content.

Activities

To aid your learning in this training, we've included activities throughout the course to confirm your understanding of key subject information before you progress forward.

- **Quiz questions:** These are straightforward multiple choice questions. You'll simply be asked to select the correct answer and try again until you get it right.
- **Creative exercises:** These activities involve selecting and arranging items to achieve the correct outcome.

Learning materials

Your training has a downloadable PDF you can download and print. This includes notes pages, checklists and content from the course.