

Managing the internal audit programme and non-conformance action system

Training Specification

Course overview

This super-course will teach you everything you need to know about managing the internal audit programme and non-conformance action system. It specifically focuses on the requirements of BRCGS.

Introduction

This provides a general overview of the course and why it's important. It explains how the internal audit programme and non-conformance action system must be managed to ensure success.

The standards

References to the standards and clauses are provided in the overview so you can see how improvement actions, non-conformance actions and the internal audit programme requirements form the basis for this course.

Course structure

The structure provides information on how all the elements are put together in this course to provide a complete eLearning experience - so you'll understand what resources you have and how to access them. It includes a brief outline of each unit that you'll complete for assessment and how to gain your certificate following successful completion.

Gaining your certificate

The course overview provides information about how you'll be assessed during the eLearning course. It includes: What you'll need to pass, what resources you can use and what happens if you pass or fail and how to access your certificate following successful completion.

Conclusion

On completion of training, you'll be given a review of what you've been taught in each unit. It also includes what the future could look like for your business and your next steps in training your team. We've also provided recommendations on what training your team will need, to align with this course and an introduction to [audIT.app®](#)

Technical information

Created & certified by Techni-K
Version control: Version 1.0
Date of release: June 2022
Course run time: 3.5 hours
CPD hours: 4
Stop/start function: Yes
Level: Management
Credit value: 3

Compliance: GFSI recognised schemes; BRCGS, FSSC 22000, IFS and SQF
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: 6 x 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 and PDF download
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

Within each unit, formative assessment is used to check learning is taking place. Summative assessment is then used to test that learning outcomes have been met, using multiple choice questions at the end of each unit.

Course content

Each unit below is structured similarly, they all begin with an introduction to the topic and each contains the standards where the requirements and specific clauses can be referred to. The units all have the requirements listed with an interpretation of these. When you need to create a system or complete an element of it, the understanding how, system development and implementation sections provide the level of detail you need. Finally, monitoring where needed, is included and a unit summary to recap on the key elements of the topic.

Unit 1: Understanding improvement and non-conformance actions

The first unit teaches you the foundations of the subject in this super course. It includes: what a non-conformance is, the different types of action, terminology, the purpose of actions, culture, what you need to do for compliance, who identifies non-conformance, consequence assessment, grading, handling non-conformance actions, training and improvement action steps.

Learning outcomes: [See specification](#)

Unit 2: Managing the non-conformance action system

The second unit teaches what a non-conformance action system is and how to develop a procedure using a defined step-by-step process. The implementation section includes: identifying non-compliance areas, gathering the team, agreeing the procedure and records, defining roles and responsibilities, organising training and testing the system. Finally, monitoring of the system is covered with specific subjects that need to be considered for this.

Learning outcomes: [See specification](#)

Unit 3: Managing the internal audit programme

The final unit in this super course teaches how to develop a programme of internal audits which consists of system audits and GMP inspections and then a procedure which manages the system. A critical part of this unit teaches how to ensure that those involved in the programme are competent. It includes the detail needed for the specific training requirements for both internal auditors and GMP inspectors. This unit concludes with monitoring, so that you know how to assess performance of the internal audit programme and report the data to management for review.

Learning outcomes: [See specification](#)

Activities

To aid your learning in this training course, 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 downloadable PDF's you can print within each unit. These include notes pages, checklists and content from the course.

Glossary

To accompany this course, there's a downloadable PDF Glossary of all food industry-related terms that are used within the training to aid your understanding, where needed. The glossary can also be accessed within the menu of each unit online.



Knowledgebase and online chat

Our training dashboard has an online [knowledgebase](#) you can access which contains FAQ's and 'how to' guides on using the training interface. There's also a chat widget on our website that you can use to get in touch with us directly if you need help straightaway during working hours.